

REGULAR MEETING

JANUARY 11, 2022



2022 CALENDAR

January-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30	31		

May-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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July-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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10	11	12	13	14	15	16
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31						

September-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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November-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30			

February-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28					

April-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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24	25	26	27	28	29	30

June-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

August-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

October-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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23	24	25	26	27	28	29
30	31					

December-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays
 Meetings
 Conferences

Regular Meeting Agenda

Florida Keys Mosquito Control District
Marathon Office
503 107TH Street, Marathon, FL

January 11, 2022 2:30 pm (approximate)

1.) Call to Order

2.) Roll Call

3.) Community Input:

Community Input shall be heard prior to each specified agenda item.

The Board adheres to, and conducts each meeting in accordance with, Robert's Rules of Order. Presentations to the Board are limited to three (3) minutes for each individual speaker and five (5) minutes for the representative of a designated group. Transfer of time between individuals and/or groups is not permitted. Letters submitted to any Commissioner, the Executive Director, Executive Assistant, or any other District employee during a Board meeting will be placed into the record but will not additionally be read into the record at the meeting.

The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to District staff or other audience members. Speakers should not expect Commissioners or staff to answer or respond to questions during community input. If appropriate, the Board may request the issue be added as a discussion item at a future District Board meeting. Furthermore, all speakers agree to abide by FKMCD's Code of Conduct Policy and Procedures Governing Meetings, Hearings, and Community Input, as adopted through Resolution 2021-02.

Any person who wishes to make public comment during this meeting may be heard by the Board, through the Board Chair, on any proposition before the Board by either (1) complete and provide the supplied community input card or inform the Clerk/Executive Assistant to the Board, specifying the agenda item; or (2) when remote means for input is allowed by the Board, calling 305-292-7190 or emailing the Clerk/Executive Assistant (currently ddarias@keysmosquito.org) no later than 11:00 am on January 11, 2022. If attending remotely, you must remain available by phone from the hours of 1:00pm to 3:00pm.

4.) Approval of Agenda

5.) Consent Agenda

All items listed as Consent Agenda items are considered routine and non-controversial by the FKMCD Board and will be approved by a single motion. There will be no separate discussion of these items. Prior to this meeting, Board Members have had the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.

a.) **Minutes** of the December 17, 2021 Audit Committee and Regular Meeting

6.) Attorney's Report

7.) Director's Report

8.) 2022 Election of FKMCD Board Officers

9.) Items for Board Discussion

10.) Items for Board Review and Action:

a.) Financial Reports (Holden)

I. Budget Analysis

II. District Finances

III. Cash Disbursements through December 2021

b.) Salary Exempt Employee Policy (Behrend)

11.) Good of the Order

12.) Meeting Adjourned

Item 5a

Approval of Minutes

Audit Committee Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

December 17, 2021 10:00 am

The Board of Commissioners of the Florida Keys Mosquito Control District held an Audit Committee Meeting on December 17, 2021 at the FKMCD Marathon office.

Present Were: Jill Cranney, Chairman; Brandon Pinder, Secretary/Treasurer; Phillip Goodman, Commissioner; Dr. Stanley Zuba, Commissioner; Tom McDonald, Commissioner; Andrea Leal, Executive Director; Dale Coburn, Board Attorney; Dirk Smits, Board Attorney.

Employees Present Were: Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Josh Kogut, Director of Aerial Operations; Paul Pignataro, Chief Pilot; Robert Lee, Director of Aircraft Maintenance; Corey Brindisi, Lower Keys Ground Supervisor; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

Invited Guests Present: None

Community Input: None.

Approval of Agenda: A motion was made by Commissioner Pinder, seconded by Commissioner Goodman and passed unanimously to approve the Agenda.

Items for Board Discussion:

8a.) 2020-2021 Audit Planning – Chairman Cranney advised the committee the planning process for the 2020-2021 audit year is on track and the auditor has received 90% of the items that have been requested thus far. Oropeza & Parks had testing scheduled for the first week in December and Commissioner Cranney stated the testing has been pushed back and the auditors are planning to work on the testing over the holiday week. The engagement letter from Jim Hill, CPA was given to Chairman Cranney to sign and she requested we scan a copy to Oropeza & Parks and also send them the original letter.

Bruce Holden, Director of Finance, mentioned the actuarial report will be a condensed report this year and it will take them less time to complete and it should be completed in January. Chairman Cranney would like to keep the target date of March to present the draft audit.

Commissioner Goodman asked Chairman Cranney if she would like to continue having Audit Committee Meetings each month and she confirmed that she would like to hold them each month.

Commissioner Goodman inquired if the OPEB contribution will affect the actuarial report, Bruce Holden, Director of Finance, advised he told the Actuarial firm about this and he will be sending a copy of the resolution that pertains to this matter.

Items for Board Review and Action: None

Good of the Order: None

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Andrea Leal, Executive Director

*Board of Commissioners
Florida Keys Mosquito Control District*

Jill Cranney, Chairman

*Brandon Pinder, Secretary-Treasurer
For additional information, please refer to www.keysmosquito.org.*

DRAFT

Regular Meeting Minutes

Florida Keys Mosquito Control District

Marathon Office
503 107th Street
Marathon, FL 33050

December 17, 2021 Approximately 10:30 am

The Board of Commissioners of the Florida Keys Mosquito Control District held a Regular Meeting on December 17, 2021 at the FKMCD Marathon office.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Tom McDonald, Commissioner; Brandon Pinder, Secretary/Treasurer; Jill Cranney, Commissioner; Andrea Leal, Executive Director; Dale Coburn, Board Attorney; Dirk Smits, Board Attorney.

Employees Present Were: Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Josh Kogut, Director of Aerial Operations; Paul Pignataro, Chief Pilot; Robert Lee, Director of Aircraft Maintenance; Corey Brindisi, Lower Keys Ground Supervisor; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

Invited Guests Present: None.

Community Input: None.

Approval of Agenda: Chairman Goodman requested to amend the agenda by striking items 9e & 9f; Budget Amendment #3 and #4 and to add item 9e; Holiday. *A motion was made by Commissioner Cranney, seconded by Commissioner McDonald, and passed unanimously* to amend the agenda as described. The meeting agenda was unanimously approved by the Board. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder, and passed unanimously* to approve the amended agenda. The amended agenda was unanimously approved by the Board. The consent agenda was approved as stated.

Attorney's Report: Dirk Smits, Board Attorney; addressed the Board regarding the contract renewal that is on the agenda today and thanked the FKMCD for continuing to use their services. Dale Coburn, Board Attorney, updated the Board on the status of the cyber-attack insurance claim reimbursement with PGIT and stated PGIT felt a mediation was premature at this time and they feel they paid us reasonable rates per our claim and we could submit further documents to prove otherwise. Dirk Smits, Board Attorney, suggested we allow them to negotiate further with PGIT and that the District come up with a financial amount that the District would take in settlement. Michael Behrend, Director of Human Resources, advised we have a long history with PGIT and they have been very responsive and efficient company to work with on other cases we've had with them. Commissioner Cranney asked the lawyers how much we've spent in legal fees since the beginning of this case, Dirk Smits, Board Attorney explained the process of the legal fees and the case we have at this time and that he will speak to the Board Members and move forward with their decision.

Director's Report: Andrea Leal, Executive Director, reported that the rain amounts in November and December were extremely high throughout the Keys and our number of larvicide missions and acres treated were well above historical averages. She discussed FKMCD Operations including the District helping a local 7th Grader with her science project and advised we had a few visitors to the Marathon location in November including the Pan African Mosquito Control and FDAC. We will be hosting

Leadership Monroe's Health Day in February. Director Leal thanked all the commissioners for participating in the Commissioners Caucus during FMCA and that she received positive feedback from the other districts. Director Leal discussed the Federal Vaccination Mandate and that we are on hold at the moment as there is currently a Court mandate that issued a stay and we will discuss in the future as needed.

Items for Board Discussion:

8a.) Commissioner Travel Plans for 2022 – Andrea Leal, Executive Director, discussed the upcoming events that the District will be attending and if any of the Commissioners have interest in attending. The Board discussed each event and decided the following; Commissioner McDonald and Chairman Goodman will attend DODD, Chairman Goodman will attend AMCA, Commissioner McDonald will attend the Lee County Fly-In, Commissioner Pinder and Commissioner Cranney will attend Washington Days, and Commissioner Zuba and Chairman Goodman will attend FMCA.

8b.) Salary Exempt employee policies –Michael Behrend, Director of Human Resources, reviewed the proposed Salary Exempt policies that will be added to the FKMCD Personnel Manual including the Emergency Pay Plan which will not be changed for Salary Exempt positions. He reviewed the positions that would be designated to Salary Exempt positions and advised that current employees in those positions will be given the option to transition to Salary Exempt and any future replacements will automatically be Salary Exempt. The effective date will be when the Board approves the new policy. Michael reviewed the updated vacation policy for the Salary Exempt positions and the current Comp Time that each position currently has accrued and the payout amounts. Chairman Goodman advised they can bring the topic back to the next Board Meeting for approval.

Items for Board Review and Action:

9a.) Financial Reports – Bruce Holden, Director of Finance, discussed the Budget Analysis and noted we are ahead of last year's spend by \$600,000 due to the payment made to the City of Key West last month in the amount of \$500,000 and that we are ahead of chemical spend by \$109,000 due to the rain amounts this fall and a large order we placed to utilize the rebate programs that expire at the end of the year. In other areas we are down by \$100,000 and he noted we are on track with our budget for the year. We have collected an increase of tax revenue this year which has added to our cash flow. *A motion was by Commissioner Cranney, seconded by Commissioner Zuba and passed unanimously to accept the financial reports for November 2021.*

9b.) Vernis & Bowling of the Florida Keys, P.A. Contract – Andrea Leal, Executive Director, presented the annual contract for Vernis & Bowling of the Florida Keys, P.A. and discussed the increase in fees of the new contract. The Board agreed to sign a two year contract renewal. *A motion was made by Commissioner McDonald, seconded by Commissioner Zuba and passed unanimously to approve the multiple year contract for Vernis & Bowling of the Florida Keys, P.A.*

9c.) Schedule 2022 Meeting Dates – Andrea Leal, Executive Director, discussed the 2022 meeting dates and the Board adjusted meeting dates to their schedules. The 2022 Board Meeting Calendar was confirmed and going forward the Board will choose the following years meeting dates in the November meeting.

9d.) Resolution 2021-07 Dept. of Financial Services Authorized Signatures - Bruce Holden, Finance Director, advised the Board that his and Director Leal's signatures had to be approved for signing purposes for the District. *A motion was made by Commissioner Cranney, seconded by Commissioner Pinder and passed unanimously to approve Resolution 2021-07.*

9e.) Holiday – *Commissioner Cranney advised Governor DeSantis closed his offices on Thursday, December 23rd and she is requesting the Board give the District staff this date as a paid holiday in addition to December 24th. A motion was by Commissioner Cranney, seconded by Commissioner*

Zuba and passed unanimously to add Thursday, December 23rd as a paid holiday for the District staff in 2021.

Good of the Order:

- Chairman Goodman discussed the next month's meeting schedule. There will be an OPEB Meeting, Workshop, Audit Meeting and Regular Meeting held on January 11th, 2022 starting at 1 pm.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*

Phillip L. Goodman, Chairman

Brandon Pinder, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.

Item 7

Director's Report

January 2022 Director's Report

State of Florida Mosquito-Borne Disease Update (as of 01/01/2022)

1. Monroe County (2020)
 - a. Dengue: 67 local
2. All of Florida (2021)
 - a. Dengue: 0 local, 27 travel-related
 - b. Zika: 0 local, 0 travel-related
 - c. Chikungunya: 0 local, 1 travel-related
 - d. **West Nile Virus: 7 humans (Miami-Dade, 1; Collier, 4; Columbia, 1; Escambia, 1)**
 - e. Eastern Equine Encephalitis: 0 humans

Operations Summary

1. Adult Mosquitoes
 - a. Salt Marsh mosquito numbers higher than historical average in the Lower Keys, but below average in the Middle and Upper Keys throughout December; landing rates throughout the year generally higher in all areas than historical averages due to high amounts of rainfall
 - b. No aerial adulticide missions were conducted in December; overall aerial adulticide usage continues to remain lower than in previous years
 - c. Eight (8) truck adulticide missions were conducted in December throughout the Keys; overall truck adulticide applications remain well below historical average
 - d. *Aedes aegypti* numbers continued to remain below thresholds throughout the Keys in December
2. Larval Mosquitoes
 - a. Significant rainfall occurred throughout the Keys in December
 - b. Seven (7) aerial granular larvicide missions were completed in December, treating approximately 1,700 acres; this is right at the historical average for December
 - c. No aerial liquid larvicide missions were conducted in December
 - d. Granular larvicide treatment acreage was similar to those in the last 8 years; liquid larvicide treatments were slightly higher than average outside of a dengue occurrence
3. Service Requests received (150) were above the historical average for December, majority of which requesting a fog truck or inspection

Community Outreach/Education

1. Schools
 - a. Adulticide notification list completed
2. Community Events/Outreach
 - a. Dodd Short Course Presentations, February 1 and 2, 2022
 - b. Marathon Seafood Festival, March 13 and 14, 2022
 - c. KW Seafood Festival, April 2 and 3, 2022
3. Media
 - a. Brave Wilderness: Shooting will occur January 10,11, and 12, 2022
 - b. Weekly Radio, US 1
4. Visitors
 - a. Leadership Monroe, February 18, 2022

Human Resources

1. Current Openings
 - a. Lower Keys Field Inspector (1 positions): reviewing applications
 - b. Upper Keys Field Inspector (2 positions): conducting interviews

- c. Part-time Trap Technician (1 position): reviewing applications
- d. IT Assistant (Middle Keys): accepting applications

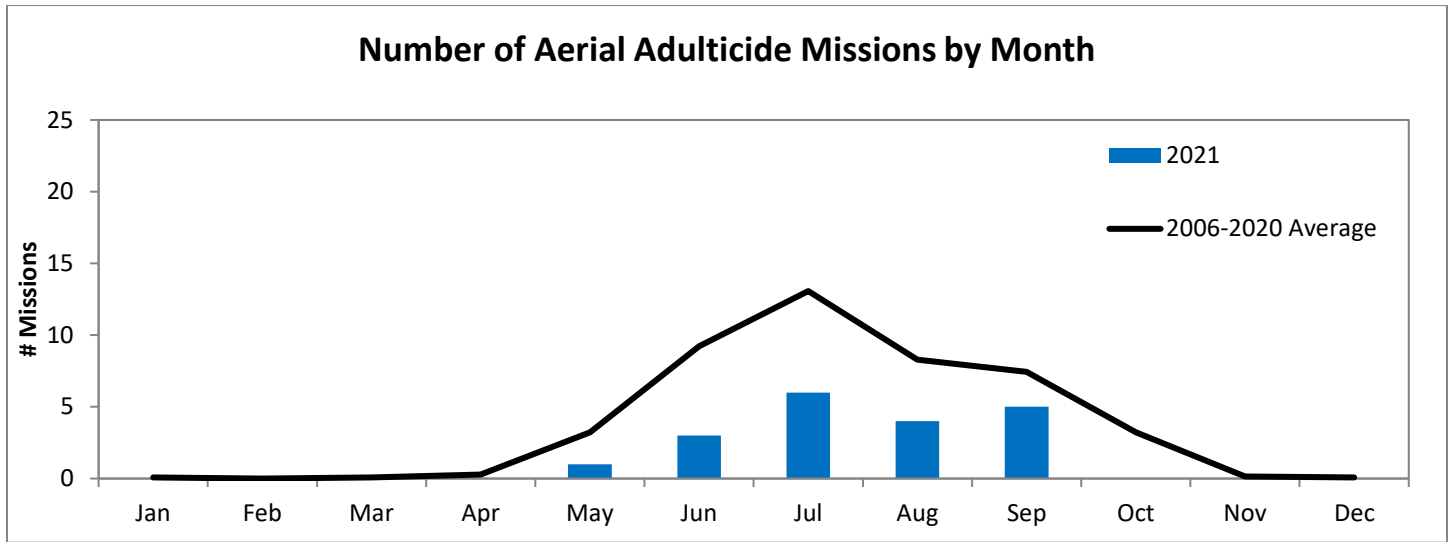
Other Items

- 1. Travel/Training
 - a. FMCA Fly-In, St. Augustine, FL: 01/11/22 – 01/13/22
 - 1. Attending: Rob Lee, Paul Pignataro, John Cook
 - b. FMCA Tallahassee Days: Will Not be Attending, Will Conduct Meetings Locally
 - c. Airbus Training, Grand Prairie, TX: 01/23/22 – 01/27/22
 - 1. Attending: Paul Pignataro, Kevin Foster
 - d. CDC Vector Week 2022, Virtual; 01/27/22
 - 1. Andrea Leal, invited speaker
 - e. FMCD Dodd Short Courses, Gainesville, FL; 01/31/22 – 02/04/22
- 2. FMCA Sustaining Government Dues Restructuring
- 3. FDACS Rule-Making Workshop Update
- 4. After Action Items
 - a. None

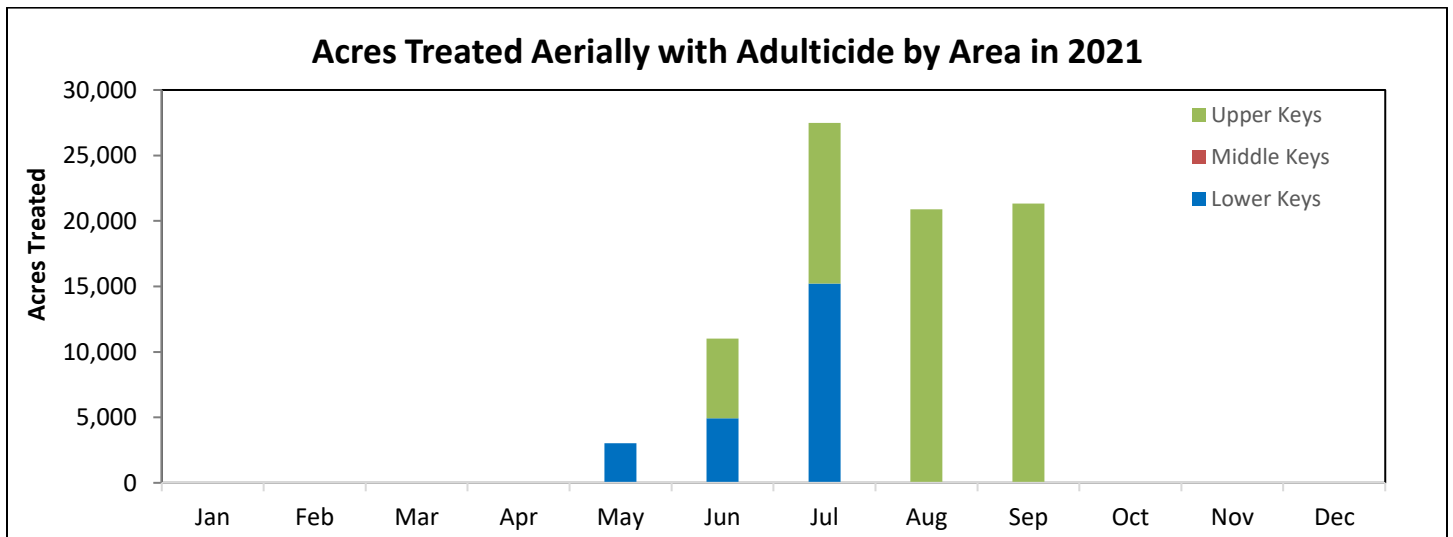
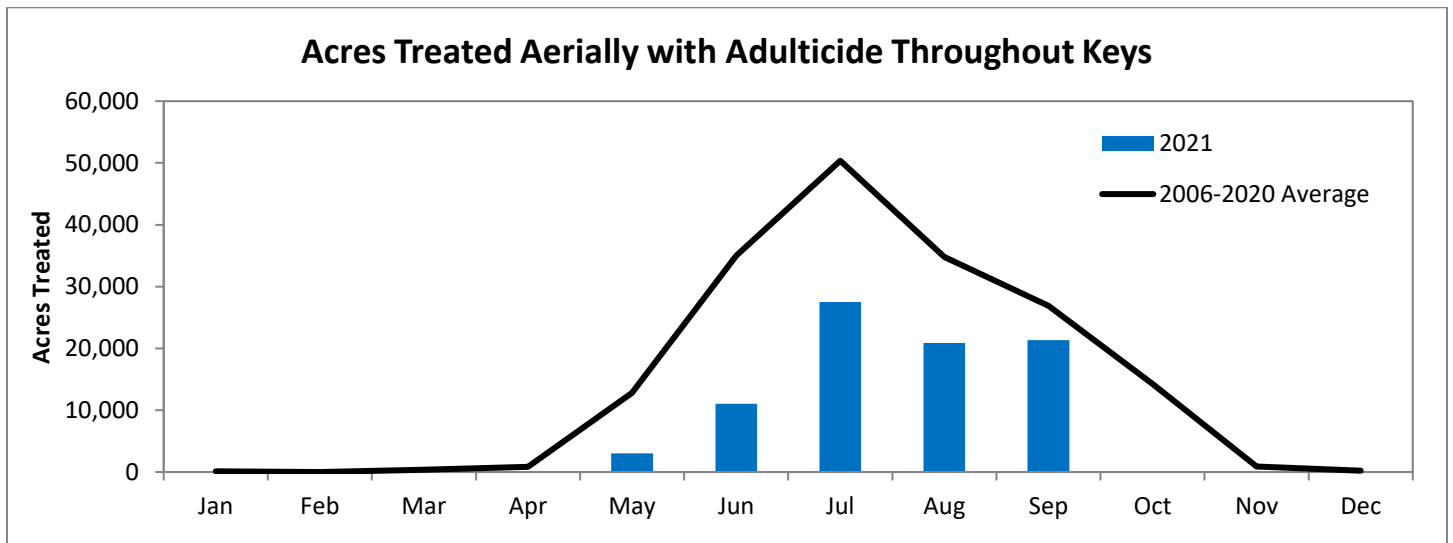
Florida Keys Mosquito Control Operations Report

(Adjusted through December 31, 2021)

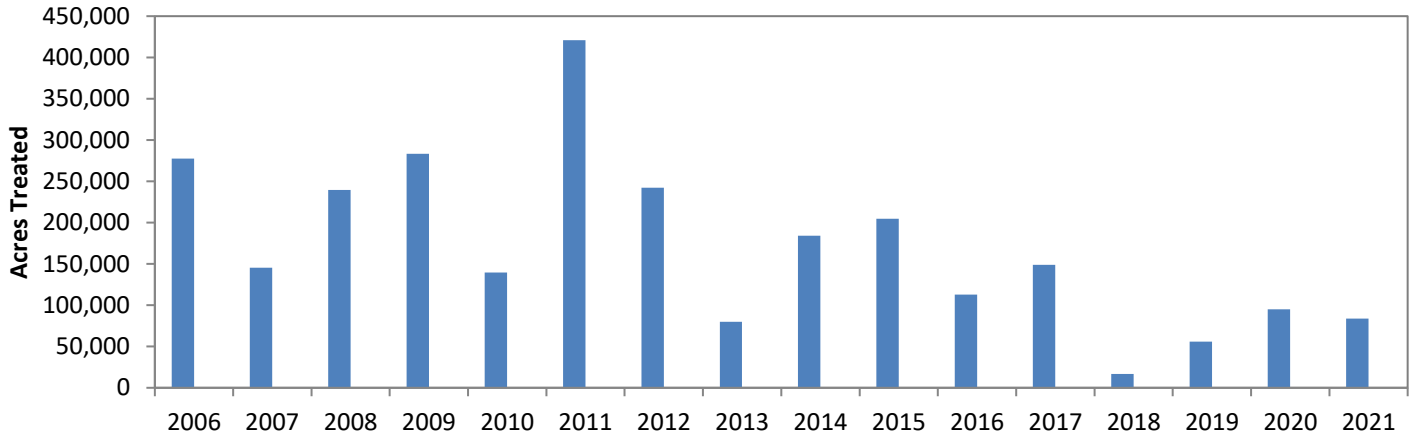
Aerial Adulticide Missions in December, 2021: 0



Aerial Adulticide Acreage in December, 2021: 0

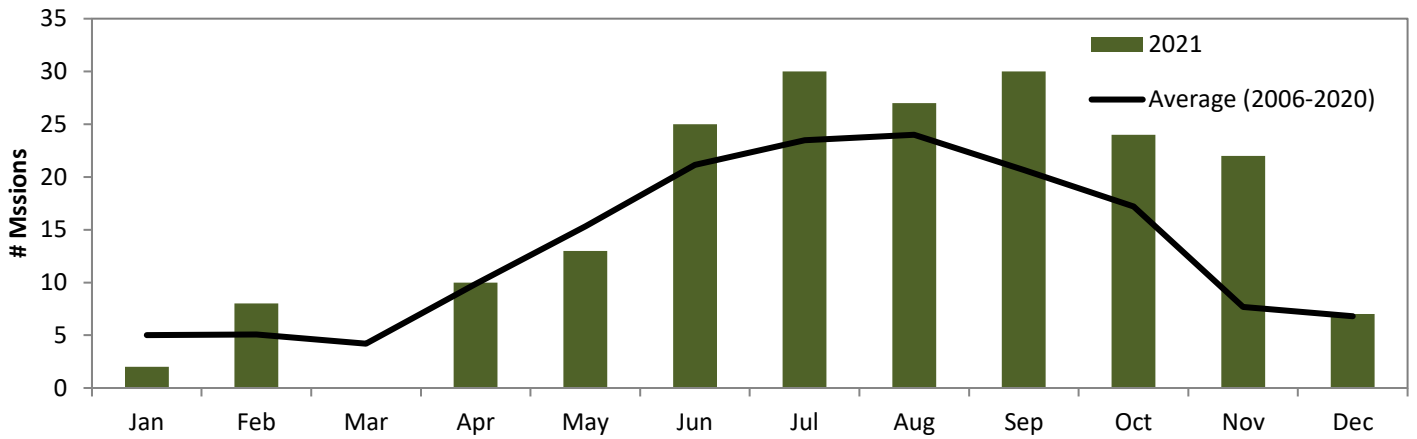


Acres Treated Aerially with Adulticide by Year



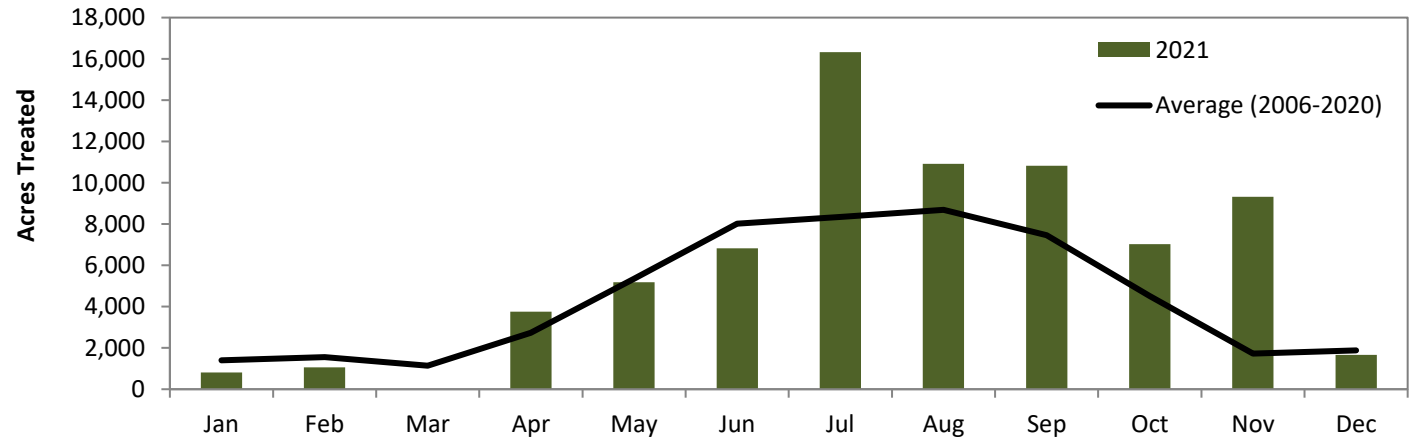
Aerial Granular Larvicide Missions in December, 2021: 7

Number of Aerial Larvicide Missions Throughout Keys

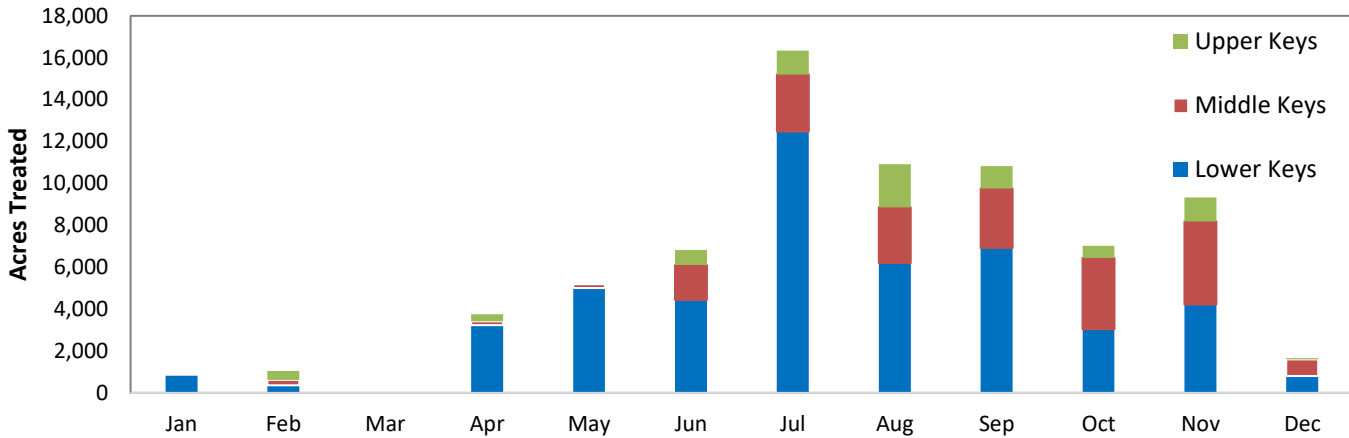


Aerial Granular Larvicide Acreage in December, 2021: 1,663

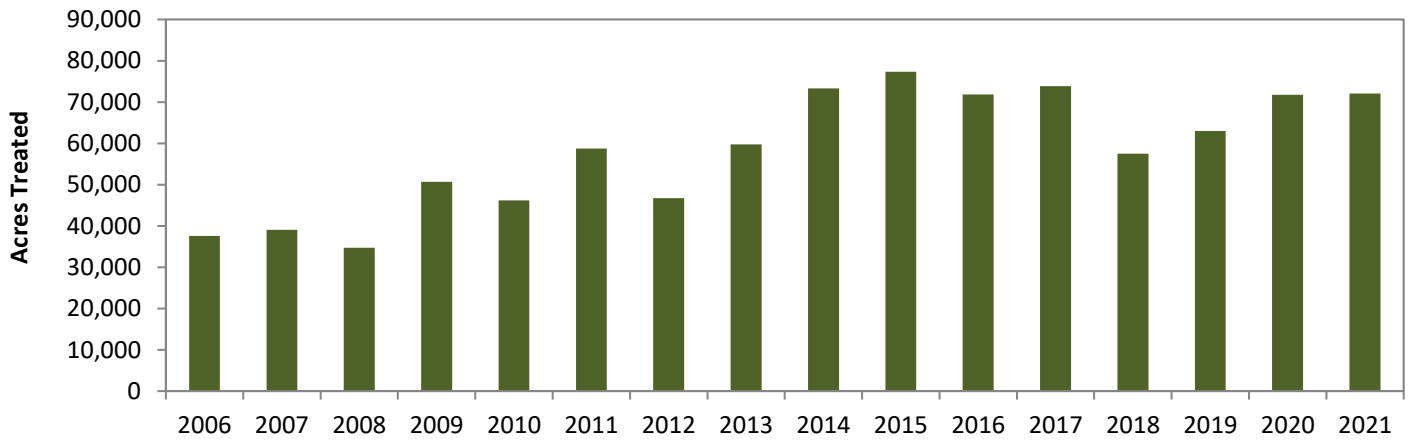
Acres Treated Aerially with Larvicide by Month Throughout Keys



Acres Treated Aerially with Larvicide by Area in 2021

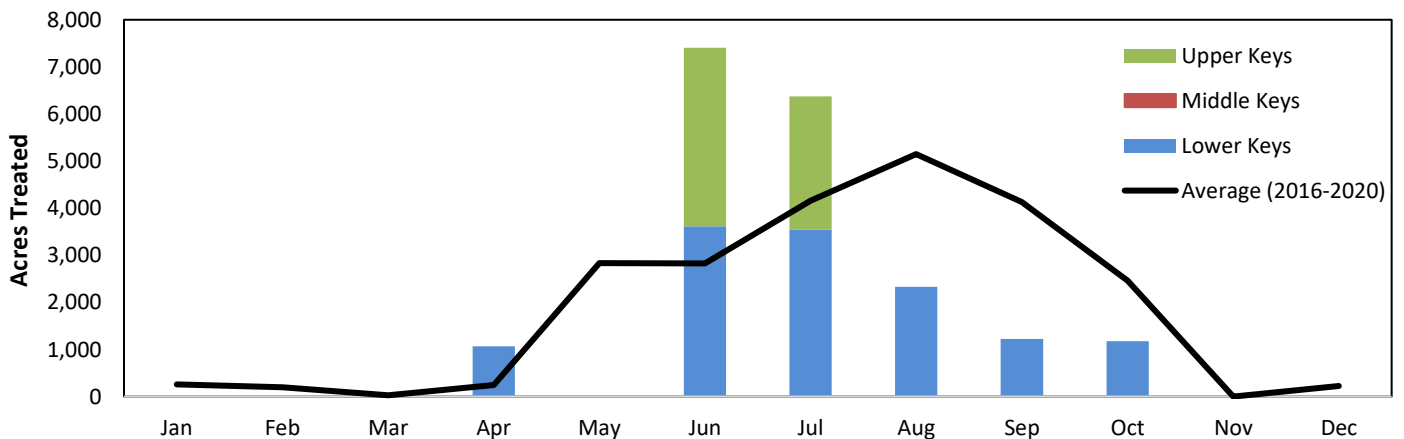


Acres Treated Aerially with Larvicide by Year

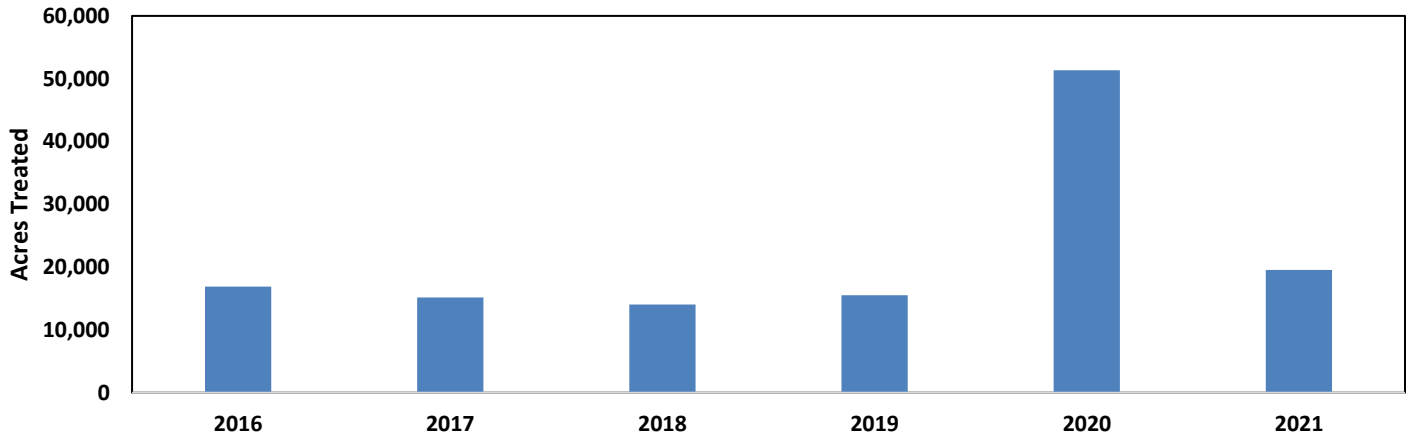


Number of Aerial Liquid Larvicide Missions in December, 2021: 0

Aerial Liquid Larvicide Missions

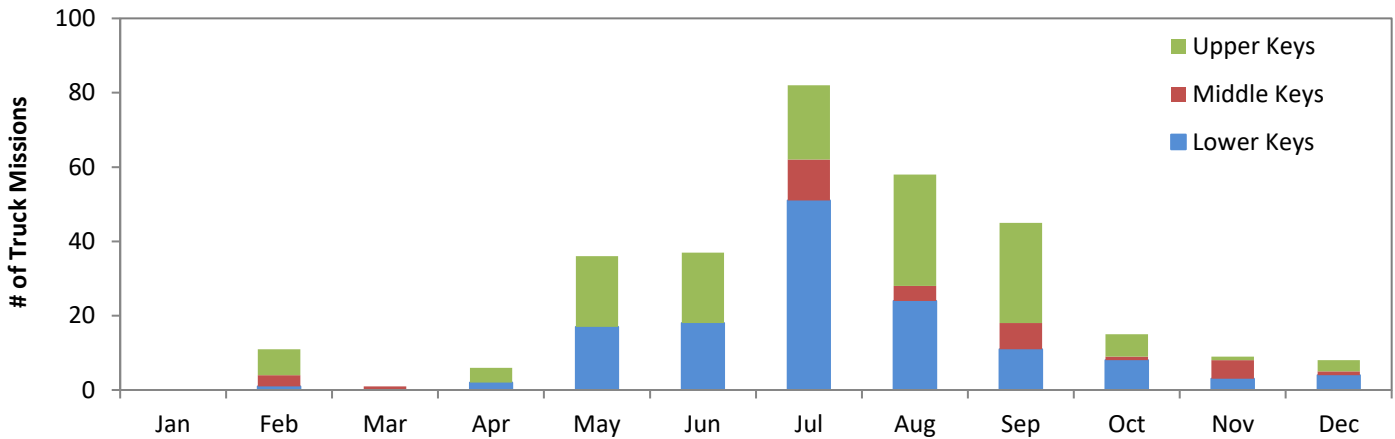


Acres treated Aerially with Liquid Larvicide by Year



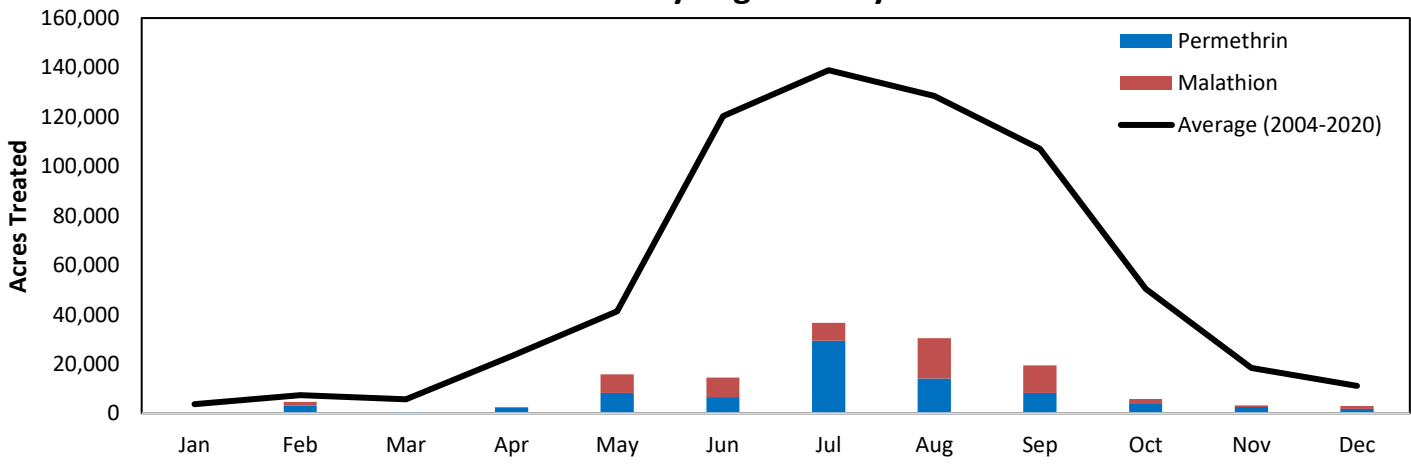
Ground Adulticide (Trucks) Missions in December, 2021: 8

Number of Fog Truck Missions in 2021 by Month and Area

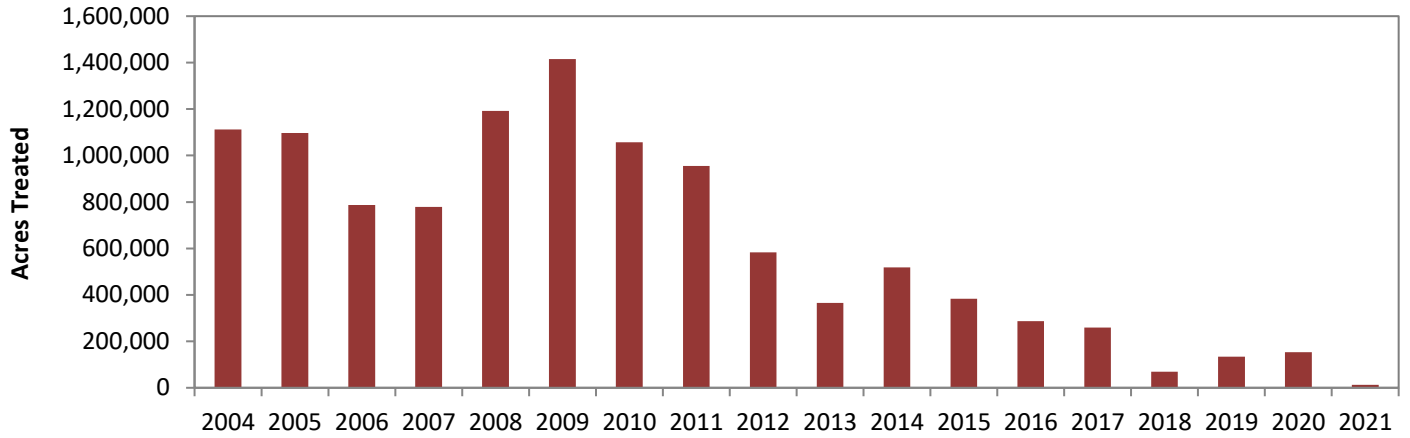


Ground Adulticide (Trucks) Acreage in December, 2021: 2,943

Acres Treated by Fog Truck by Month

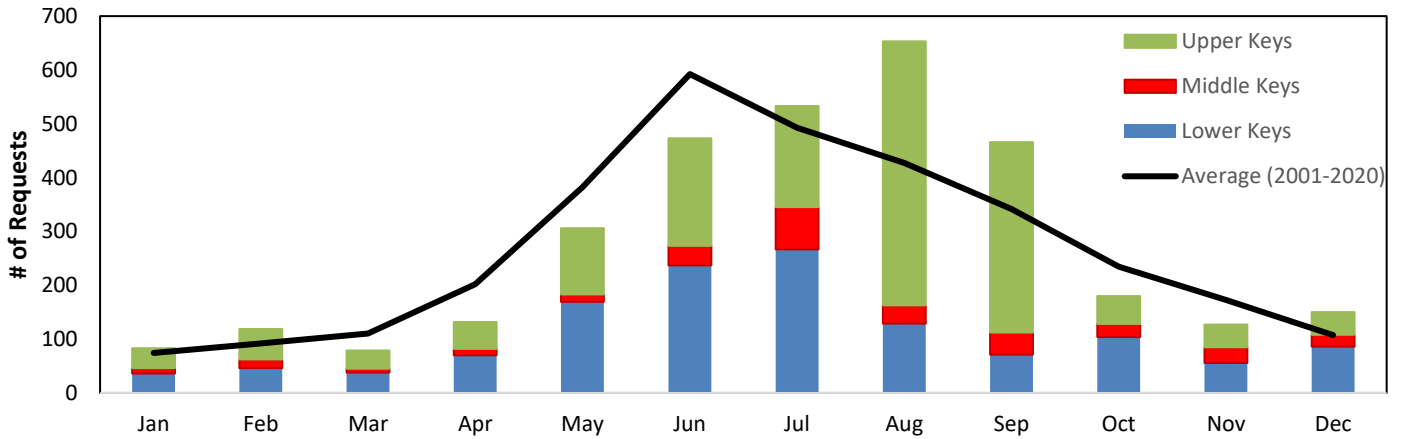


Acres Treated by Fog Truck by Year

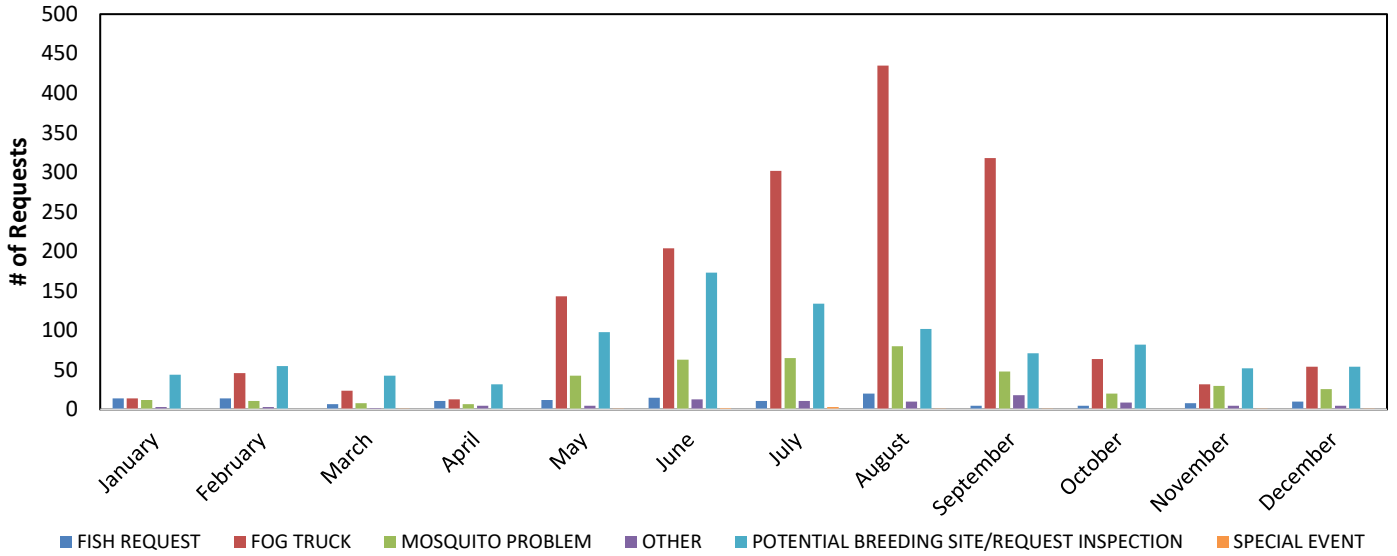


Total Service Requests for December, 2021: 150

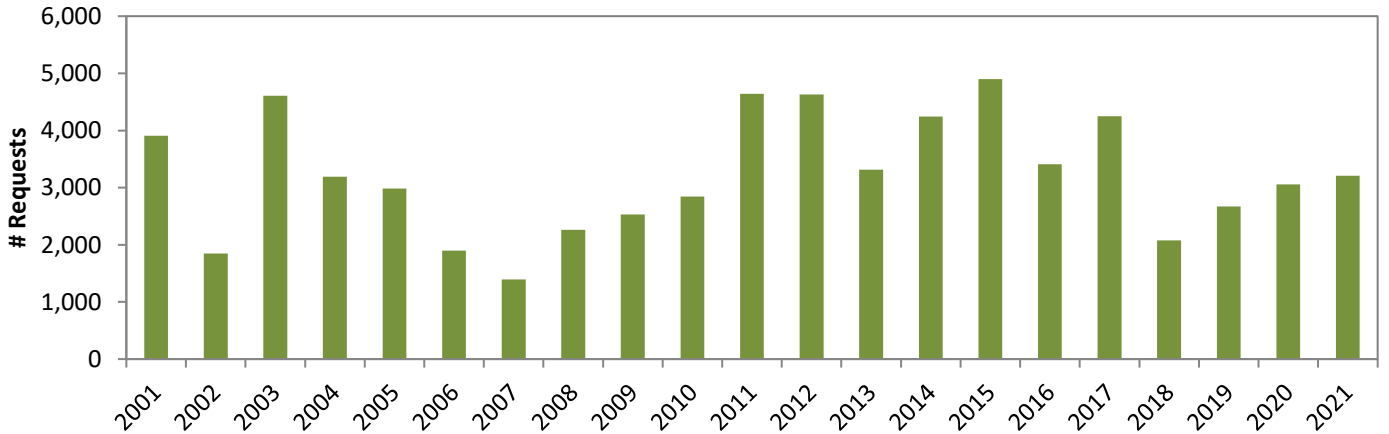
Service Requests by Area



Service Requests by Category

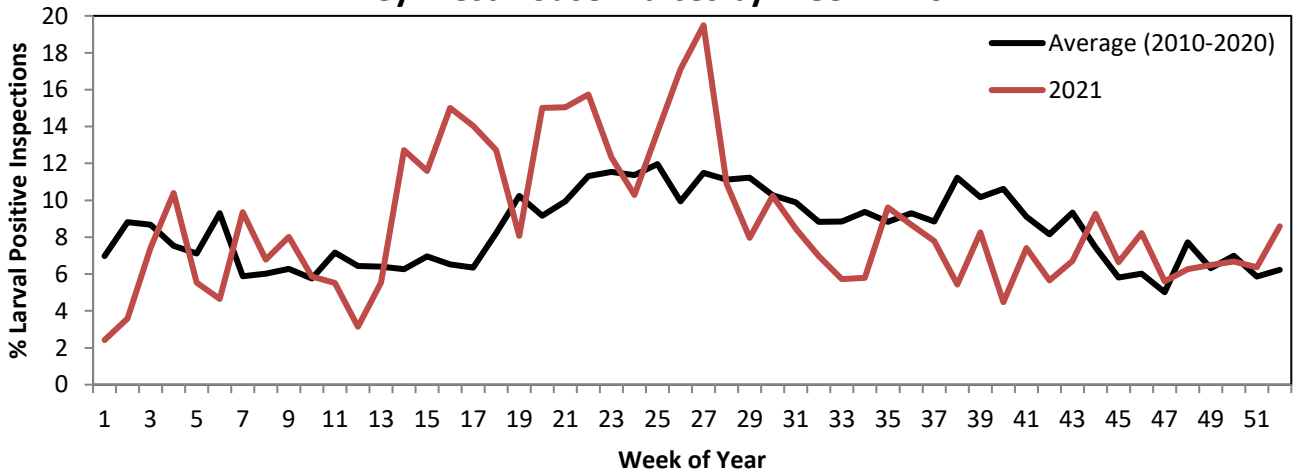


Mosquito Service Requests by Year

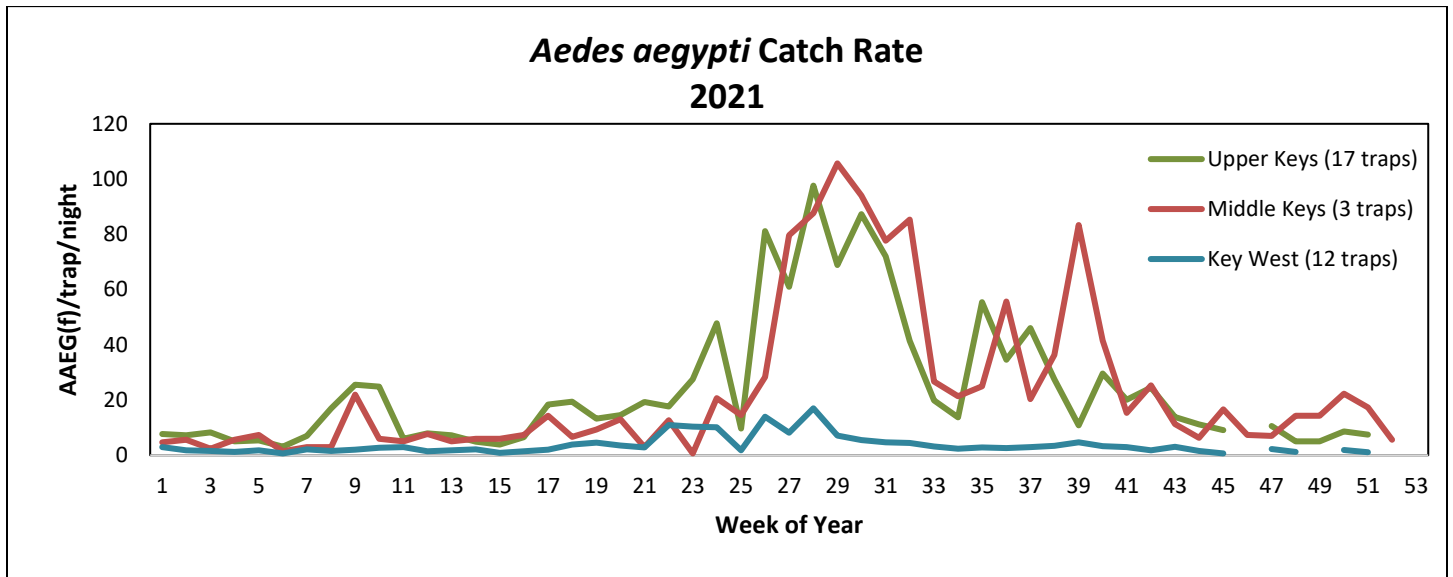
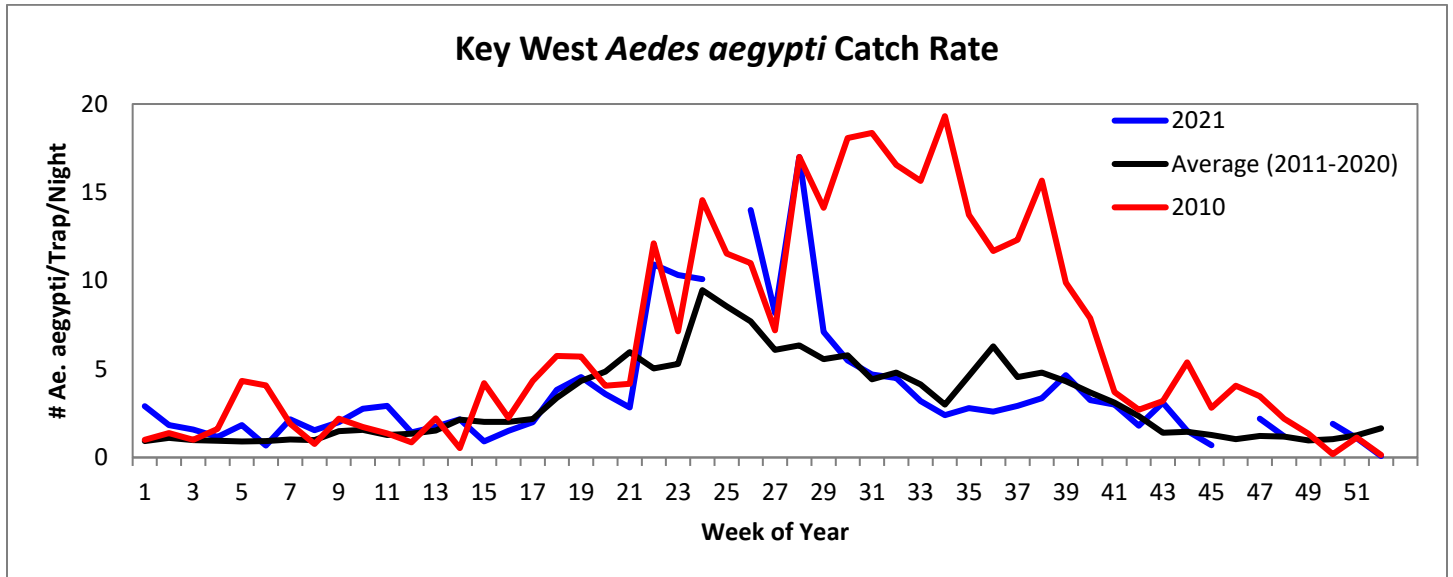


Key West *Aedes aegypti* Larval Information:

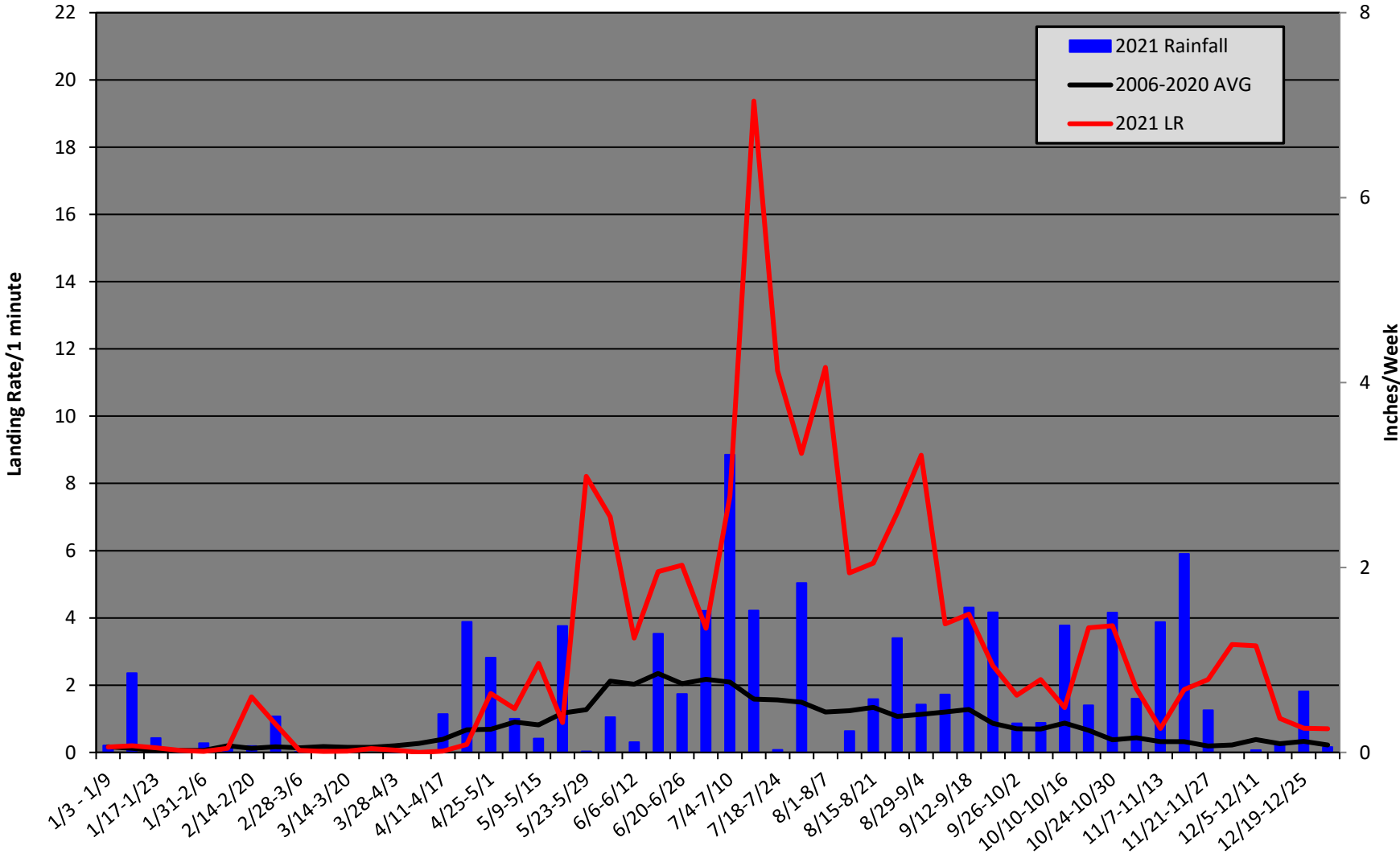
Key West House Indices by Week in 2021



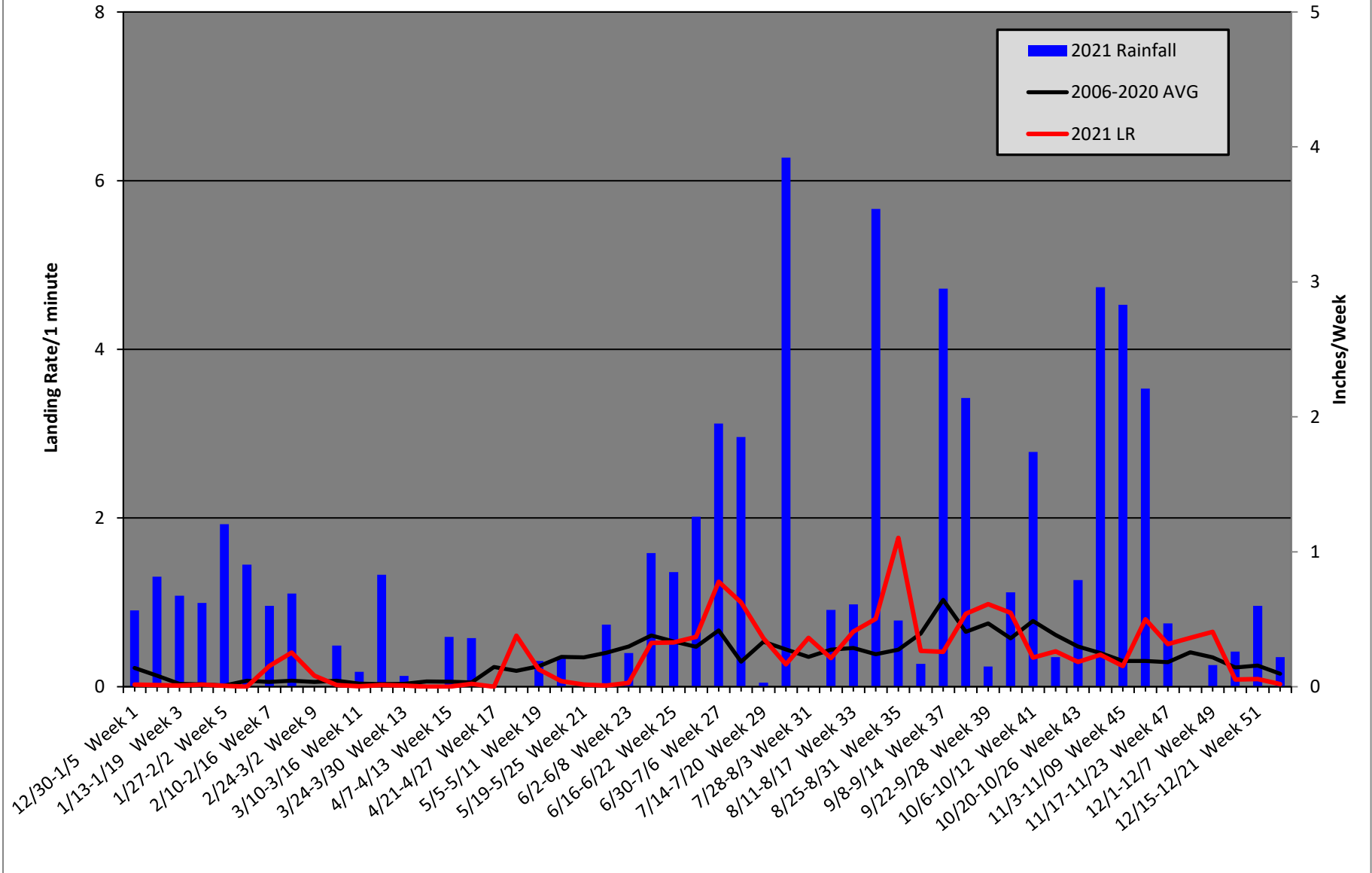
Adult *Aedes aegypti* Catch Rate Information:



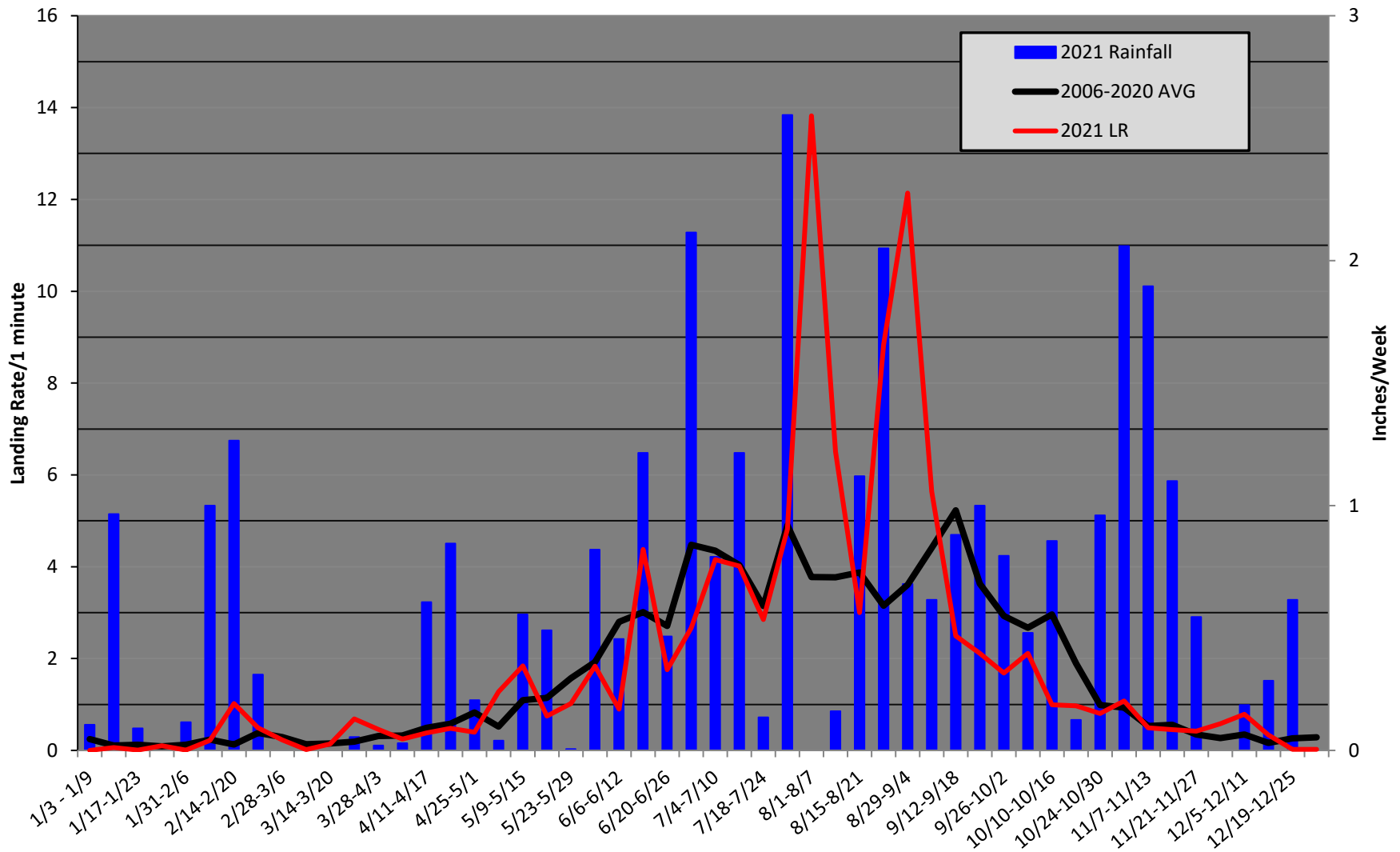
Lower Keys: Saddlebunch to Bahia Honda Average Landing Rate Counts and Rainfall



Middle Keys: Vaca Key to Lower Matecumbe Average Landing Rate Counts and Rainfall



Upper Keys: Upper Matecumbe to Upper Key Largo Average Landing Rate Counts



Item 10a

Financial Reports

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2021-2022
DECEMBER 2021**

STATE FUND

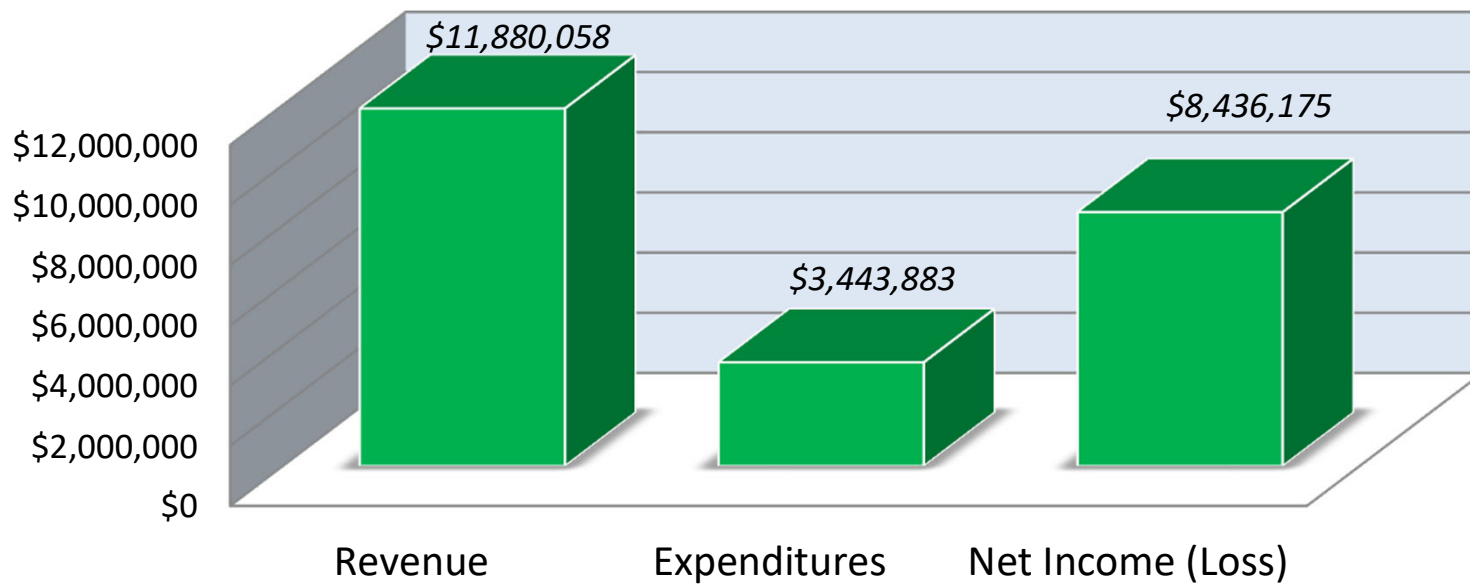
ACCT. NO	ITEM	Annual Budget	Current December Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15							
20	Personal Service Benefits 21 - 25							
30	Operating Expense 31 - 34							
40	Travel and Per Diem 40.1 - 40.3	15,000.00					15,000.00	
41	Communication Services							
42	Freight Services							
43	Utility Services							
44	Rentals and Leases							
45	Insurance							
46	Repair and Maintenance Service 46.1 - 46.6							
47	Printing/Binding							
48	Promotional Activities							
49	Other Current Charges and Obligations							
51	Office Supplies/Materials							
52.1	Gas/Oil/Lube							
52.2	Chemical/Solvents/Additives	1,133,275.23			233,812.50		899,462.73	233,812.50
52.3	Clothing and Wearing Apparel							
52.4	Miscellaneous Supplies and Incidental							
52.5	Tools and Small Implements							
54	Books, Publications, Subscriptions, Memberships							
55	Training	8,764.00					8,764.00	
60	Capital Outlay 61 - 64	194,038.00					194,038.00	
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	50,000.00					50,000.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay							
0.002	Reserves - Self Insurance							
0.004	Reserves - Sick and Annual Leave							
	TOTAL:	1,401,077.23			233,812.50		1,167,264.73	233,812.50

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
MONTHLY BUDGET ANALYSIS
FISCAL YEAR 2021-2022
DECEMBER 2021**

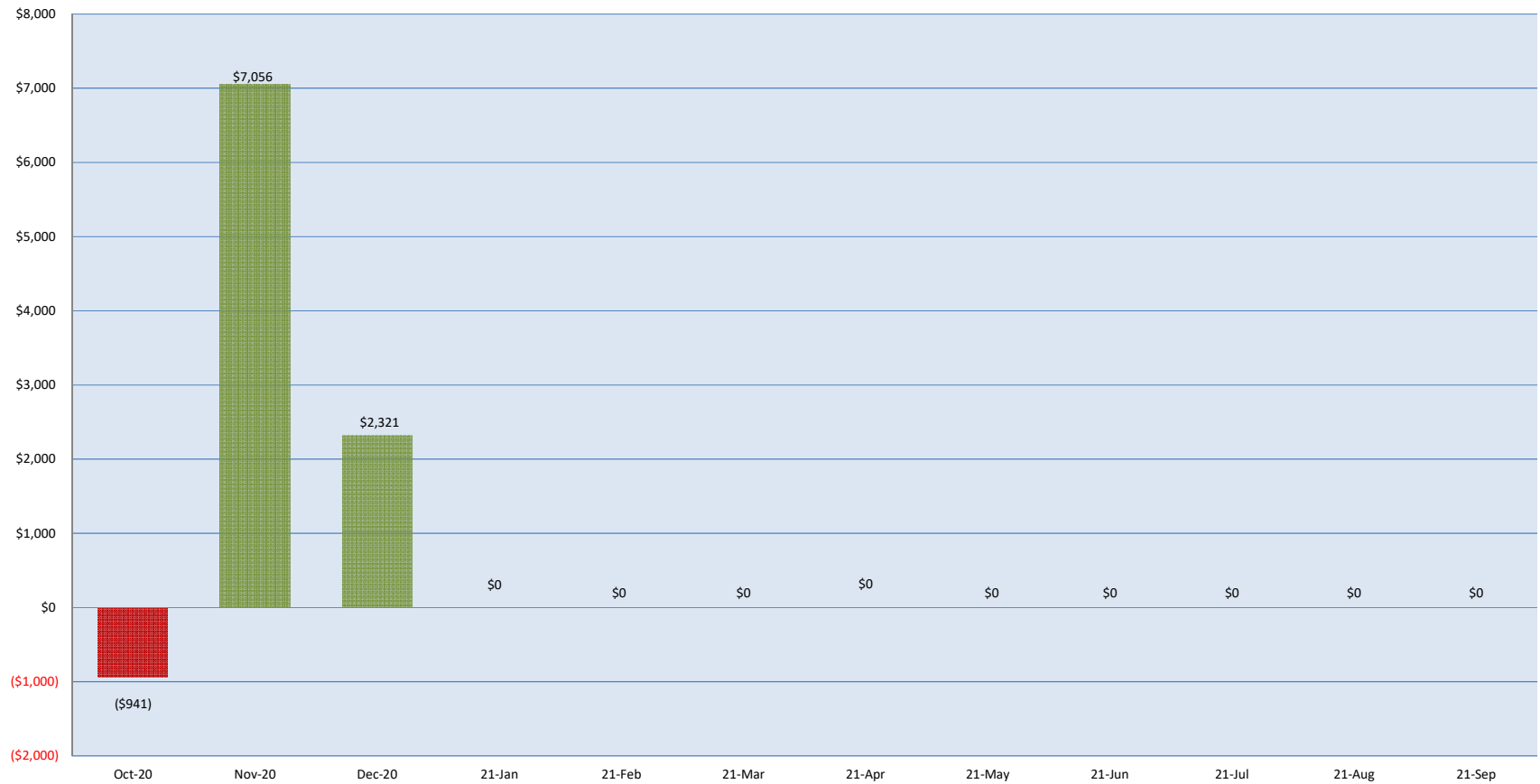
LOCAL FUND

ACCT. NO	ITEM	Annual Budget	Current December Actual	Prior Year Month	Current YTD - Actual	Prior Year YTD Actual	Current Annual: Unexpended	Year on Year Variance
10	Personal Services 11 - 15	5,107,273.00	363,418.12	349,754.55	1,241,856.39	1,240,366.75	3,865,416.61	1,489.64
20	Personal Service Benefits 21 - 25	3,638,882.00	338,183.82	218,268.56	727,275.00	749,631.68	2,911,607.00	(22,356.68)
30	Operating Expense 31 - 34	1,034,039.00	118,088.06	361,885.98	407,247.49	571,775.28	626,791.51	(164,527.79)
40	Travel and Per Diem 40.1 - 40.3	140,985.00	4,501.74	(2,728.60)	16,921.75	(6,781.21)	124,063.25	23,702.96
41	Communication Services	100,100.00	11,518.33	9,135.52	19,030.53	20,815.07	81,069.47	(1,784.54)
42	Freight Services	12,020.00	3,216.91	847.04	4,099.77	3,141.21	7,920.23	958.56
43	Utility Services	114,650.00	8,227.91	7,098.59	27,392.56	19,812.47	87,257.44	7,580.09
44	Rentals and Leases	941,243.00	16,144.31	7,013.76	40,531.83	21,904.96	900,711.17	18,626.87
45	Insurance	773,570.00	85.00	1,697.00	2,743.70	4,663.00	770,826.30	(1,919.30)
46	Repair and Maintenance Service 46.1 - 46.6	564,556.00	101,030.94	23,987.60	149,465.08	84,171.30	415,090.92	65,293.78
47	Printing/Binding	4,050.00	418.85	0.00	1,458.85	1,259.53	2,591.15	199.32
48	Promotional Activities	15,000.00	0.00	0.00	3,969.00	1,998.00	11,031.00	1,971.00
49	Other Current Charges and Obligations	511,115.00	205.25	993.90	500,691.40	1,336.00	10,423.60	499,355.40
51	Office Supplies/Materials	92,200.00	3,793.43	3,057.14	10,139.12	8,055.29	82,060.88	2,083.83
52.1	Gas/Oil/Lube	218,967.00	18,765.80	5,814.75	48,146.63	38,304.77	170,820.37	9,841.86
52.2	Chemical/Solvents/Additives	910,666.43	86,436.28	890.76	171,278.19	130,610.76	739,388.24	40,667.43
52.3	Clothing and Wearing Apparel	40,830.00	3,157.53	143.95	3,866.87	1,592.38	36,963.13	2,274.49
52.4	Miscellaneous Supplies and Incidental	195,330.00	6,982.26	4,798.12	13,273.48	14,751.75	182,056.52	(1,478.27)
52.5	Tools and Small Implements	10,000.00	244.08	309.75	4,233.91	705.67	5,766.09	3,528.24
54	Books, Publications, Subscriptions, Memberships	85,310.00	9,311.50	7,966.00	11,701.50	9,402.00	73,608.50	2,299.50
55	Training	132,459.00	524.60	(3.97)	15,524.60	819.00	116,934.40	14,705.60
60	Capital Outlay 61 - 64	367,500.00	3,199.99	0.00	23,034.99	19,077.95	344,465.01	3,957.04
71	Debt Service-Principal							
72	Debt Service-Interest							
89	Contingency (current year)	2,500,000.00					2,500,000.00	
99	Payment of Prior Year Accounts							
0.001	Reserves - Future Capital Outlay	2,454,026.00					2,454,026.00	
0.002	Reserves - Self Insurance						0.00	
0.004	Reserves - Sick and Annual Leave	250,000.00					250,000.00	
	TOTAL:	20,214,771.43	1,097,454.71	1,000,930.40	3,443,882.64	2,937,413.61	16,770,888.79	506,469.03

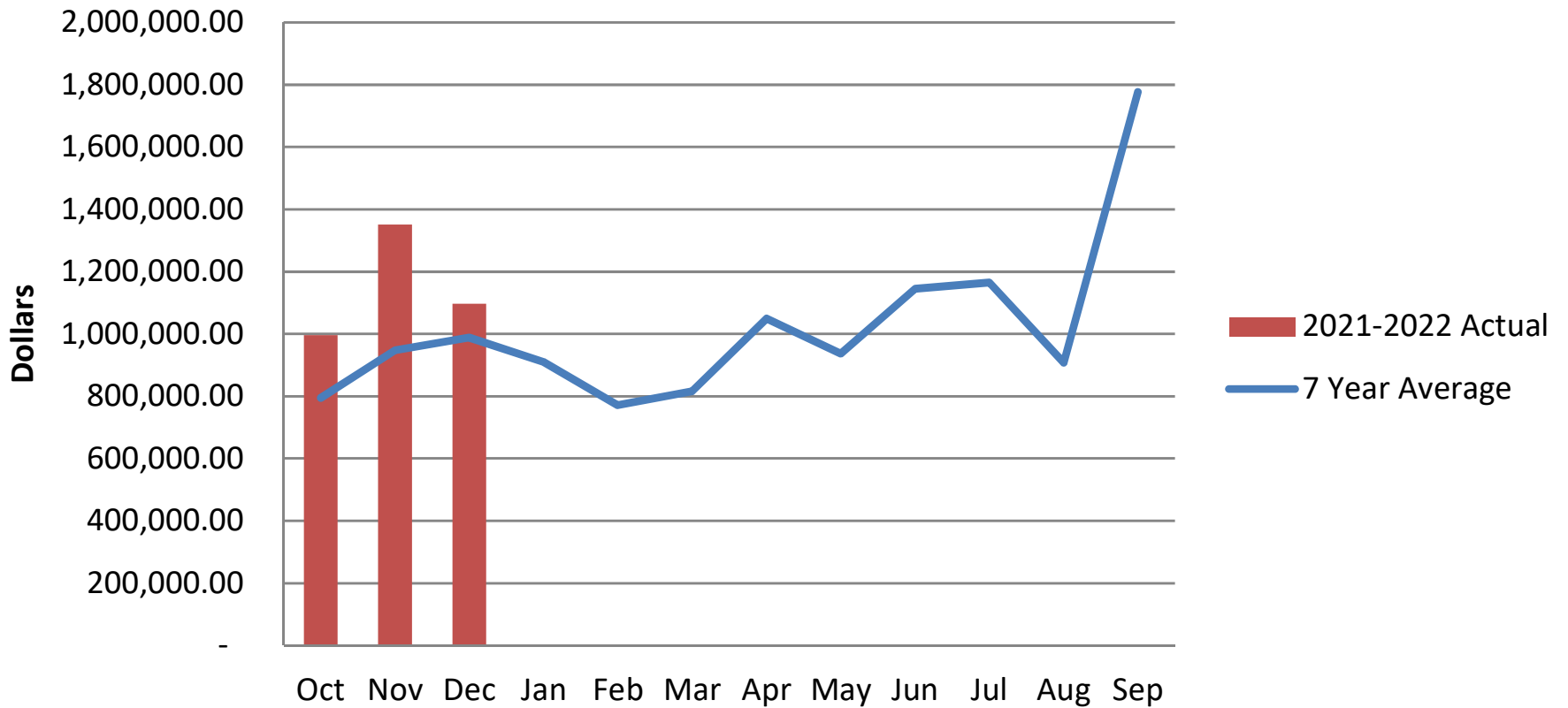
FKMCD Local FY 2021-2022 YTD Cash Basis Net Income (Loss) through December 2021



**FKMCD Local Funds FY 2021-2022 Cash Basis Monthly Net Income (Loss) through
December 2021
(Thousands of Dollars)**



Expenditure of Local Funds 2021-2022 Actual vs. Average of Last 7 Years



LOCAL ACCOUNT FUNDS

CHECKING - OPERATING

Checking Account balance on December 31, 2021:	\$	13,804,936.43	
Plus January 2022 deposits to date:		<u>398,000.79</u>	
Total Operating Checking Account funds available:	\$		14,202,937.22
Less funds transferred from Operating to Payroll:		0.00	
Less funds transferred from Operating to Health:		0.00	
Less January 2022 expenditures to date:		<u>(247,534.36)</u>	
Total Operating Checking Account funds expended/transferred to date:			<u>(247,534.36)</u>
Balance in Local Checking Account at present:	\$		<u><u>13,955,402.86</u></u>

CHECKING - PAYROLL

Checking Account balance on December 31, 2021:	\$	<u>1.02</u>	
Plus funds transferred from Operating Checking to Payroll Checking:		<u>0.00</u>	
Total Payroll Checking Account funds available:	\$		1.02
Total Net Payroll Checking expenditures to date:			<u>0.00</u>
Balance in Local Payroll Checking Account at present:	\$		<u><u>1.02</u></u>

HEALTH INSURANCE CLAIMS FUND ACCOUNT

Checking Account balance on December 31, 2021:	\$	3.11	
Plus funds transferred from Operating Checking to Health Checking:		0.00	
Total Health Checking Account funds available:	\$		3.11
Total Net Health Checking expenditures to date:			<u>0.00</u>
Balance in Local Health Checking Account at present:	\$		<u><u>3.11</u></u>
Plus FSA Account			<u><u>18,134.18</u></u>
Total Local Funds:	\$		<u><u>13,973,541.17</u></u>

STATE I ACCOUNT FUNDS

CHECKING - OPERATING

December 31, 2021:	\$	<u>257,347.41</u>	
Plus January 2022 deposits to date:		<u>0.00</u>	
Total Checking Account funds available:	\$		257,347.41
Less funds transferred to Operating Checking:	\$	-	
Less January 2022 expenditures to date:	\$	<u>0.00</u>	
Total State I Checking Account funds expended/transferred to date:	\$		<u>0.00</u>
Balance in State I Checking Account at present:	\$		<u><u>257,347.41</u></u>

**CASH DISBURSEMENTS
FLORIDA KEYS MOSQUITO CONTROL DISTRICT**

**Honorable Board of Commissioners
Florida Keys Mosquito Control District
Key West, Florida 33040**

Commissioners:

I herewith tender to you Cash Disbursements December 1, 2021 to December 31, 2021:

Check No.	Payment Date	Remit To	Payment Amt.
ACH	12/2/2021	Centennial Bank	17.98
ACH	12/2/2021	Centennial Bank	64.06
ACH	12/2/2021	Centennial Bank	1,137.99
ACH	12/3/2021	Centennial Bank (Payroll)	1,620.74
ACH	12/3/2021	EFTPS	268.52
ACH	12/2/2021	Florida Division of Retirement	54,342.48
ACH	12/10/2021	Florida State Disbursement Unit (Garnishments)	278.42
ACH	12/10/2021	Florida State Disbursement Unit (Garnishments)	209.19
ACH	12/10/2021	Florida State Disbursement Unit (Garnishments)	411.78
ACH	12/10/2021	Empower Retirement (Payroll Deductions)	6,063.18
ACH	12/10/2021	Centennial Bank (Payroll)	123,147.47
ACH	12/10/2021	EFTPS	43,581.69
ACH	12/17/2021	Centennial Bank (Payroll)	327.27
ACH	12/17/2021	EFTPS	60.24
ACH	12/17/2021	Florida State Disbursement Unit (Garnishments)	37.86
ACH	12/16/2021	CIGNA Healthcare	63,889.75
ACH	12/16/2021	Centennial Bank	1,300.88
ACH	12/16/2021	Centennial Bank	1,353.99
ACH	12/16/2021	Centennial Bank	2,000.00
ACH	12/16/2021	Centennial Bank	5,006.38
ACH	12/16/2021	Centennial Bank	698.00
ACH	12/16/2021	Centennial Bank	760.00
ACH	12/24/2021	Centennial Bank (Payroll)	127,768.02
ACH	12/24/2021	EFTPS	44,816.20
ACH	12/24/2021	Florida State Disbursement Unit (Garnishments)	209.19
ACH	12/24/2021	Florida State Disbursement Unit (Garnishments)	411.78
ACH	12/24/2021	Florida State Disbursement Unit (Garnishments)	278.42
ACH	12/24/2021	Empower Retirement (Payroll Deductions)	6,088.18
ACH	12/31/2021	EFTPS	1,594.95
ACH	12/31/2021	Centennial Bank (Payroll)	4,490.68
ACH	12/30/2021	Florida Division of Retirement	54,967.87
000000116671	12/2/2021	Adapco, Inc.	84,116.28
000000116672	12/2/2021	Airbus Helicopters, Inc	165.24
000000116673	12/2/2021	Aircraft Spruce & Specialty Co.	372.00
000000116674	12/2/2021	Airgas USA, LLC	1,476.07
000000116675	12/2/2021	Allen, Norton & Blue, P.A. (Professional Services)	4,427.50
000000116676	12/2/2021	Amazon Capital Services	2,997.90
000000116677	12/2/2021	Aviation Survival	1,752.00
000000116678	12/2/2021	Baldwin Cooke Company	288.65
000000116679	12/2/2021	Barrett & Company	567.00
000000116680	12/2/2021	Corey Brindisi (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116681	12/2/2021	Business Aircraft Consumables, Inc.	1,003.74
000000116682	12/2/2021	John D. Carson (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116683	12/2/2021	Compliance Signs, LLC	388.44
000000116684	12/2/2021	DART Aerospace Ltd.	14,900.69
000000116685	12/2/2021	DSLX.NET	3,275.00
000000116686	12/2/2021	Federal Express	1,908.11
000000116687	12/2/2021	Florida Keys Air Conditioning	31 198.00

LOCAL ACCOUNT CONTINUED

000000116688	12/2/2021	Florida Keys Aqueduct Authority	281.89
000000116689	12/2/2021	Florida Keys Electric Coop Assn Inc	597.90
000000116690	12/2/2021	The Florida Keys Marathon International Airport	6,485.55
000000116691	12/2/2021	Forestry Suppliers, Inc.	94.48
000000116692	12/2/2021	Christopher Franco (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116693	12/2/2021	Frasco Profiles	54.51
000000116694	12/2/2021	Jose Guadarrama (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116695	12/2/2021	Joseph P. Hertzog (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116696	12/2/2021	Keys Automotive Sales & Service	119.00
000000116697	12/2/2021	Keys Energy Services	803.23
000000116698	12/2/2021	Level 4 Telcom	481.10
000000116699	12/2/2021	Low Cut Lawn Care LLC	1,600.00
000000116700	12/2/2021	Ramona's	1,255.00
000000116701	12/2/2021	Ryan Rodriguez (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116702	12/2/2021	Shur-Co, LLC	578.74
000000116703	12/2/2021	Spider Tracks Limited	6,000.00
000000116704	12/2/2021	Sunshine Gasoline Distributors, Inc.	3,762.53
000000116705	12/2/2021	Waste Management of Florida Keys	368.57
000000116706	12/2/2021	Wex Bank	1,491.07
000000116707	12/2/2021	Williams and Williams Inc	268.00
000000116708	12/2/2021	Wired Waters	3,718.75
000000116709	12/3/2021	Florida Municipal Insurance Trust (Dental Premiums)	5,708.46
000000116710	12/3/2021	Monroe County Solid Waste	179.08
000000116711	12/3/2021	Safran Helicopter Engines USA, Inc.	6,594.93
000000116712	12/3/2021	Standard Insurance Co. (Life Insurance Premiums)	3,173.02
000000116713	12/3/2021	UniFirst Corporation	1,812.05
000000116714	12/10/2021	Adapco, Inc.	2,320.00
000000116715	12/10/2021	Aflac (Payroll Deductions)	44.20
000000116716	12/10/2021	Amazon Capital Services	681.03
000000116717	12/10/2021	APG Media	201.15
000000116718	12/10/2021	Campbell Oil Co Inc.	5,910.51
000000116719	12/10/2021	Clarke Mosquito Control Products	1,162.76
000000116720	12/10/2021	Colonial Life Insurance (Payroll Deductions)	63.24
000000116721	12/10/2021	Enterprise FM Trust	8,462.52
000000116722	12/10/2021	Florida Mosquito Control Association	600.00
000000116723	12/10/2021	Monica Grodzinski (Per Diem/Travel Reimbursement 12/1-3/21)	30.00
000000116724	12/10/2021	Adriaan Hereijgers (Per Diem/Travel Reimbursement 11/19/21)	15.00
000000116725	12/10/2021	Home Depot Credit Services	708.95
000000116726	12/10/2021	Key West Auto Parts	220.95
000000116727	12/10/2021	Keys Auto Supply	173.70
000000116728	12/10/2021	Keys Sanitary Service (RCR0208)	182.23
000000116729	12/10/2021	Marathon Garbage Service, Inc.	665.65
000000116730	12/10/2021	Marie's Cleaning	920.00
000000116731	12/10/2021	Rochele L. Miller (Reimbursement for Postage)	4.10
000000116732	12/10/2021	Mold Zone Services	350.00
000000116733	12/10/2021	Tom Neary (Per Diem/Travel Reimbursement 11/17/21)	15.00
000000116734	12/10/2021	Kelly Pointer (Per Diem/Travel Reimbursement 12/1-3/21)	45.00
000000116735	12/10/2021	Catherine Pruszynski (Per Diem/Travel Reimbursement 11/29-12/2/21)	586.00
000000116736	12/10/2021	Publix Super Markets, Inc.	637.10
000000116737	12/10/2021	Southeastern Grocer LLC.	368.20
000000116738	12/10/2021	Staples Business Credit	393.09
000000116739	12/10/2021	Robert Svoboda (Per Diem/Travel Reimbursement 12/7/21)	15.00
000000116740	12/10/2021	United Way of the Florida Keys (Payroll Deductions)	23.00
000000116741	12/10/2021	Verizon Wireless	7,059.80
000000116742	12/10/2021	Vernis & Bowling of the Florida (Professional Services)	1,600.00
000000116743	12/10/2021	Xerox Corporation	956.54
000000116744	12/10/2021	Specialty Hardware Supply, Inc.	106.93
000000116745	12/10/2021	Bell Helicopter Textron Miami, Inc	13,228.77
000000116746	12/16/2021	Advance Auto Parts	549.38
000000116747	12/16/2021	Advanced Fire & Security, Inc.	32 804.00
000000116748	12/16/2021	Airbus Helicopters, Inc	1,067.66

LOCAL ACCOUNT CONTINUED

000000116749	12/16/2021	Amazon Capital Services	945.52
000000116750	12/16/2021	AMSOIL INC	1,442.53
000000116751	12/16/2021	AOG Heliservices, Inc	49,227.37
000000116752	12/16/2021	AutoZone, Inc.	644.55
000000116753	12/16/2021	Michael Burton, D.O.	150.00
000000116754	12/16/2021	Business Aircraft Consumables, Inc.	287.40
000000116755	12/16/2021	Greater Key West Chamber of Commerce	343.00
000000116756	12/16/2021	James Ozmar (Per Diem/Travel Reimbursement 12/6-8/21)	165.00
000000116757	12/16/2021	Pace Enterprises	1,295.00
000000116758	12/16/2021	Pure Health Solutions Inc.	239.70
000000116759	12/16/2021	Society for Vector Ecology	400.00
000000116760	12/16/2021	State of Florida DMS Telecommunications	702.43
000000116761	12/16/2021	Sunshine Gasoline Distributors, Inc.	3,559.52
000000116762	12/16/2021	Jill Cranney-Black (Per Diem/Travel Reimbursement Bd Mtg 12/17/21)	74.88
000000116763	12/16/2021	Phillip L. Goodman (Per Diem/Travel Reimbursement Bd Mtg 12/17/21)	53.04
000000116764	12/16/2021	Thomas R. McDonald (Per Diem/Travel Reimbursement Bd Mtg 12/17/21)	66.59
000000116765	12/16/2021	Brandon Pinder (Per Diem/Travel Reimbursement Bd Mtg 12/17/21)	76.67
000000116766	12/16/2021	Stanley Zuba (Per Diem/Travel Reimbursement Bd Mtg 12/17/21)	62.34
000000116767	12/22/2021	Aflac (Payroll Deductions)	1,689.16
000000116768	12/22/2021	BASIC Benefits (COBRA Admin Fee)	62.48
000000116769	12/22/2021	Florida Keys Electric Coop Assn Inc	3,356.99
000000116770	12/22/2021	Florida Municipal Insurance Trust	5,826.23
000000116771	12/22/2021	LegalShield (Payroll Deductions)	330.16
000000116772	12/22/2021	MSA Group (Surety Renewal Bond)	85.00
000000116773	12/22/2021	Preferred Governmental Insurance Trust	2,747.00
000000116774	12/22/2021	United Way of the Florida Keys (Payroll Deductions)	23.00
000000116775	12/30/2021	Aflac (Payroll Deductions)	1,644.52
000000116776	12/30/2021	Aflac (Payroll Deductions)	44.20
000000116777	12/30/2021	Airbus Helicopters, Inc	5,604.39
000000116778	12/30/2021	Roberto Alvarenga (Per Diem/Travel Reimbursement 12/15-21/21)	45.00
000000116779	12/30/2021	Amazon Capital Services	2,623.22
000000116780	12/30/2021	Business Aircraft Consumables, Inc.	1,565.73
000000116781	12/30/2021	BASIC Benefits (COBRA Admin Fee) ***VOID***	0.00
000000116782	12/30/2021	Danilo Diaz Perez (Per Diem/Travel Reimbursement 10/26-12/14/21)	75.00
000000116783	12/30/2021	Florida Keys Aqueduct Authority	784.84
000000116784	12/30/2021	Florida Keys Electric Coop Assn Inc	638.96
000000116785	12/30/2021	Forestry Suppliers, Inc.	97.73
000000116786	12/30/2021	Kevin Foster (Per Diem/Travel Reimbursement 12/6-8/21)	125.00
000000116787	12/30/2021	HemoStat Laboratories	34.75
000000116788	12/30/2021	Keys Automotive Sales & Service	119.00
000000116789	12/30/2021	Low Cut Lawn Care LLC	1,600.00
000000116790	12/30/2021	Sage Checks & Forms	95.45
000000116791	12/30/2021	Standard Insurance Co.	4,169.38
000000116792	12/30/2021	UniFirst Corporation	1,228.33
000000116793	12/30/2021	Waste Management of Florida Keys	368.57
000000116794	12/30/2021	Wex Bank	788.04
Total Local Account Cash Disbursements			856,236.77

Respectfully Submitted,



Bruce Holden, Finance Director/Comptroller
Florida Keys Mosquito Control District

Item 10b

Salary Exempt Employee Policy

Florida Keys Mosquito Control District Personnel Manual

Approved by Board of Commissioners
March 16, 2021

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Section 1: Mission Statement

The mission of the Florida Keys Mosquito Control District is to protect the public from health threats and nuisance issues that impact the local economy by utilizing control methods that are efficient, effective and environmentally sensitive.

Section 2: Disclosure

This manual is intended to set forth the personnel policies and procedures for the Florida Keys Mosquito Control District. They are designed to serve as a guide to Supervisory staff and employees in the day-to-day operations of the District. As a condition of employment, you are required to maintain familiarity with the contents of this manual and keep it for future reference.

The purpose in developing this manual is to ensure that all employees are dealt with in a consistent and fair manner and that all personnel policies are interpreted the same by all employees affected. If changes are made in the law or rules governing the District, appropriate amendments to these policies and procedures may be necessary. Updates to specific policies will be provided to all employees in writing, and will require a signed acknowledgement to be kept in the each employee's personnel file. After each revision, the revision date on the cover page will be changed.

These policies and procedures are not intended to preclude departments within the District from implementing and maintaining additional operating policies and procedures to meet specific operational needs. Please refer to any such policies and procedures in addition to this Personnel Manual.

District employees having completed at least one year of satisfactory service shall be considered Career Service employees subject to the rules of the Career Service Counsel, as established by the laws of Florida Chapter 69-1321. If changes are made in the law or rules governing the District, appropriate amendments to these policies and procedures may be necessary.

Section 3: Definition of Terms

Career Service Employee - Any employee of the Florida Keys Mosquito Control District, other than the Executive Director, having completed at least one year of satisfactory service.

Communication Device – Any device intended to collect and/or communicate data, voice, or text, including but not limited to cell phones, PDAs, digital notebooks, handheld data devices, iPhones, iPads, etc.

Compensatory Time (Comp Time) – Paid time off in lieu of overtime.

District Property – All tangible or intangible property owned by the District. District property includes, but is not limited to, all ideas, methods, mechanisms and procedures developed by the District or District Employees in connection to or within the scope of their employment as well as all tangible and intangible property owned by, leased by, donated to, or otherwise assigned to the District. District Property also includes all property issued by the District to an employee for use in the scope of their employment.

Director – A member of the senior management team, who manages and oversees the affairs of a particular department as assigned by the Executive Director.

Employee – Any individual employed by the Florida Keys Mosquito Control District, including Full-time, On-call and Part-time employees.

Executive Director – The Executive Director is the administrator of the Florida Keys Mosquito Control District and the only contract employee.

[Exempt Employee- Employee classified as exempt from the overtime requirements of the Fair Labor Standards Act.](#)

FKMCD – Florida Keys Mosquito Control District.

Full-time Employee – Those employees whose standard work schedule is routinely or regularly a minimum of 37.5 hours per week and are eligible for benefits.

Hourly Employees – Any employee compensated at an hourly rate for their service.

Management – Executive Director, Director of Operations, Director of Finance, Director of Research, Director of Aerial Operations, and Director of Human Resources.

On-Call Employee- Those employees without an established schedule who are required to report for duty on an as needed basis when summoned by the Florida Keys Mosquito Control District.

Overtime – Work performed by any employee over 40 hours in a work week.

Part-time Employee – Those employees whose standard work schedule is routinely or regularly less than 37.5 hours per week and have limited benefits.

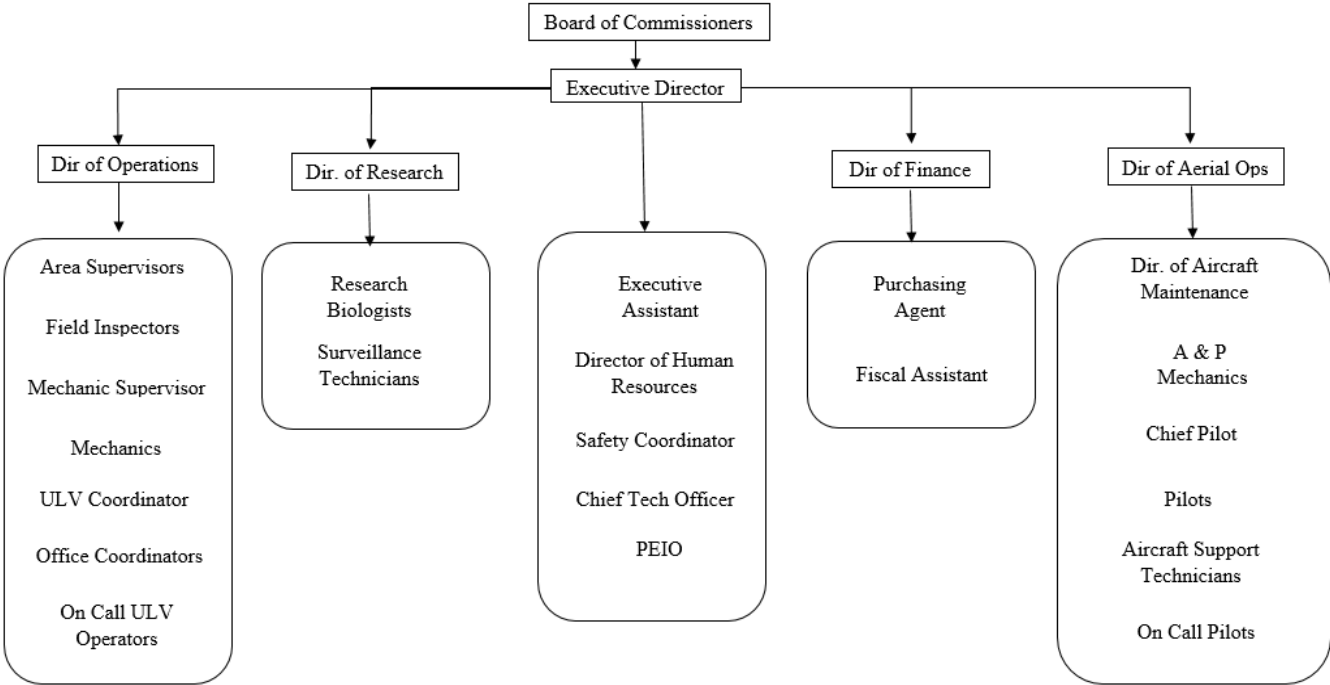
Salaried Employee – Employee paid a fixed salary regardless of hours worked- ~~currently only the Executive Director and Chief Technology Officer.~~

Supervisor – A member of the management staff who is assigned to supervise the operations of a particular area or specific operation as assigned by the Executive Director or by their respective Director.

Work – Time spent by an employee laboring on behalf of the Florida Keys Mosquito Control District (e.g. , not using compensatory, annual, or sick leave).

Work Week – For payroll purposes, the work week begins on Wednesday and ends the following Tuesday.

Section 4: Organizational Chart



Section 5: Pay Plan

Purpose

The pay plan is designed to provide a fair and equitable method for payment of employees of the District.

Establishment of the Pay Plan

The pay plan is the basis for payment of employees by the District. This plan shall be established with consideration being given to the following factors:

1. Relative differences and responsibilities existing between various classes of work.
2. Prevailing wage scale for similar types of work found in public and private industry in the local labor market or labor markets with similar cost of living.
3. Availability of qualified personnel.
4. Economic conditions found in the area.
5. Fiscal policies of the District's Board of Commissioners.

Amendments

The Executive Director may make amendments to the pay plan when, in his/her discretion, economic conditions, labor supplies, or other considerations indicate a need for such action. Supervisors may recommend to the Executive Director possible amendments to the pay plan by providing sufficient justification to make an evaluation of the causes and conditions requiring the change.

Position and Pay Structure Updates

The Board of Commissioners of the District must approve the Director's recommendation to updates or changes to the Position and Pay Structure.

Application of Pay Structure

All employees shall be paid in accordance with the pay range schedule established in the Position and Pay Structure for their respective position.

Pay Ranges, Progression and Increases

There are no provisions in the District's pay plan for automatic pay advancements, as all increases are to be based on availability of funds, work performance and other pertinent factors as evaluated by the employee's immediate Supervisor and/or the Executive Director, as the case may be.

Temporary Additional Duty Pay

Every employee of the District plays a critical role in ensuring the District meets its daily operational objectives. Unscheduled absences create logistical challenges and frequently require management to assign additional responsibilities to other employees to cover for an employee's absence. All employees are expected to assist in this regard should the need arise. In recognition of the additional burden such an assignment may place on an employee, and depending upon the nature and duration of the additional responsibilities assigned, the Executive Director, at her sole discretion, may elect to compensate employees at a higher rate when assigned responsibilities outside of the normal scope of their position, either due to a temporary transfer or thorough the assignment of additional duties. Should additional compensation be approved by the Executive Director, it will be provided as follows:

Vacant Management Position:

Due to a vacancy in a budgeted position, an employee may be assigned, full-time, to work in a higher classification for up to one year, unless otherwise determined by the Executive Director. An employee required to work in a higher classification for 7 consecutive calendar days or less shall be required to do so at no increase in pay. If the employee is required to work beyond this period, at the discretion of the Executive Director, he or she will be given a temporary transfer to the higher classification and be paid the greater of the minimum salary of the pay range for that position or a 6% salary increase of their current pay grade (whichever is greater) beginning on day 8. At the conclusion of the assignment, pay shall revert to the authorized rate established for his or her regular position. Any such temporary increase granted shall not affect the employee's eligibility for normal salary advancement.

Vacant Non-Management Position:

One or more employees, Part-time or Full-time, may be temporarily assigned the duties/responsibilities of a vacant budgeted position, which are outside the normal scope of duties/responsibilities of the employee's regular position, and may require a new skill set. An employee assigned such duties/responsibilities for 7 consecutive calendar days or less shall be required to do so at no increase in pay. If the employee(s) is required to work such duties/responsibilities beyond this period, at the discretion of the Executive Director, the employee(s) will be given a temporary adjustment in pay of 4% of their current pay grade beginning on day 8. At the conclusion of the assignment, pay shall revert to the authorized rate established for his/her regular position. Any such temporary increase granted shall not affect the employee's eligibility for normal salary advancement.

Merit Increases

A merit increase is a pay increase within the same pay range awarded based on annual performance evaluations.

The amount of merit increase an employee receives shall be determined by the availability of funds and the system/procedures proposed by the Executive Director and adopted by the Board

of Commissioners through the annual budgetary process. All pay changes must be approved by the Executive Director.

The District Board of Commissioner's reserve the right to change the procedure whenever necessary.

All annual pay changes will be made effective on April 1.

Cost of Living Increases

The District's Board of Commissioners has the exclusive and sole discretion to grant a cost of living increase, as well as to the amount of any increase. All cost of living increases, if granted, shall take effect October 1, unless otherwise directed by the Board of Commissioners.

Employment Status

New Employees are hired on a 1 year probationary basis. After a successful completion of one (1) year, the employee is eligible for Career Service status if recommended by their Supervisor and approved by the Executive Director.

Date of Hire

The date the employee first begins work for the District shall be his/her date of hire. The date of hire will govern eligibility of benefits.

Payroll Changes

Payroll changes will officially occur on the first day of the pay period in which the change is approved unless special permission is obtained from the Executive Director; for example, if an employee is approved for a merit increase, the increase would become effective the first day of the pay period in which the recommendation effective date occurs.

Changes in Employment Status

1. A promotion occurs when an employee is moved from a position to another which has a higher minimum pay range.
2. A Career Service Employee may be demoted for cause by the Supervisor with the approval of the Executive Director. A demoted employee may not be paid more than the maximum rate established for the new position. See Position and Pay Structure on page 16.
3. An employee transferred to another position within the same pay range will not be eligible for a pay increase at the time of transfer. Such transfers may not affect the employee's anniversary date or other status.
4. An employee transferred to another position with a higher pay range will get a raise upon transfer to at least the minimum pay range of the new position.

Anniversary Dates

An employee's anniversary date is the date of any major changes of employment status and may be used for evaluation purposes when applicable.

Workdays and Work Week

No District full-time employee shall be scheduled for ~~no~~ less than a 37-1/2 hour normal work week, nor more than a 40 hour work week (exclusive of lunch breaks) unless authorized in advance by his or her Supervisor.

All full-time employees are required to be present on their assigned jobs for the total hours in their work week, unless absence from duty is authorized by the appropriate authority in accordance with these personnel policies.

All part-time employees are required to be present on their assigned jobs for the total number of hours for which compensation is being received, unless absences from duty is duly authorized by his/her Supervisor.

All absences shall be recorded and charged.

Nothing herein shall constitute a guaranteed minimum number of working hours per week for part-time employees.

Overtime and Standby Pay

Employees are classified as either exempt or non-exempt from overtime under the Fair Labor Standards Act (FLSA). All District employees are considered non-exempt unless specifically exempted under this policy

Overtime is considered hours worked over 40 in a work week. Overtime by non-exempt employees, whether compensated with cash or paid time off, must be approved in advance by the employee's immediate Supervisor. The employment and work program of each Department should be arranged so as to eliminate the necessity of overtime work by non-exempt employees except in emergency situations, as determined by the Executive Director or his/her designee.

Non-exempt Employees who work more than their normally-scheduled hours will be paid at their straight-time rate of pay for hours worked up to and including forty (40) hours in a work week.

Non-exempt employees who work in excess of forty (40) hours in a work week will be paid overtime at one and one-half their regular rate of pay for all hours worked over forty (40), or they will be granted time off (compensatory time aka comp time) in lieu of overtime at the same 1.5X rate.

Non-exempt Employees required to work on legal holidays will be compensated at double time rate regardless of whether leave was taken during the work week.

By accepting employment with the District and upon receipt of this manual and the compensatory time policy contained herein, non-exempt employees of the District agree to the use of compensatory time off in lieu of overtime compensation at the discretion of the District. The District, whenever possible, will get the employee's agreement before offering compensatory time. Nevertheless, the District reserves the right to require employees to accept compensatory time in lieu of overtime. This policy constitutes a mandatory condition of employment.

1. For regular full-time, non-exempt -employees scheduled to work Monday through Friday, forty (40) hours must be worked, with the exception of holiday hours, before the employee is eligible for overtime (or compensatory time) for work on weekdays.
 - a. Example: 34 regular hours + 8 holiday hours = 40 hours + 2 hours at 1.5X rate.

Holiday hours are considered hours worked for the calculation of overtime.

2. For regular full-time non-exempt employees or part-time employees who are regularly scheduled to work Monday through Friday, work on the weekends is paid at one and one half times their regular rate of pay regardless of the hours worked during the weekdays.

Exempt employees will not receive additional compensation or compensatory time off for hours worked over 40 in a work week, for hours worked on a weekend, or for hours worked on a holiday. (See Section 13: Holidays for further information)

Compensatory time

If compensatory time is required by the District, it will be governed by the following conditions:

1. Accrual must be authorized by the employee's supervisor or the Executive Director as defined above.
2. One and one-half hours of compensatory time will be granted for each hour of overtime worked or hour of weekend work.
3. Compensatory time may be accrued however, the maximum that an employee may accrue is 240 hours. Compensatory time may be accrued or taken with the approval of the Supervisor and/or Executive Director.
4. Employees will be permitted to use accrued compensatory time, if any, within a reasonable period after requesting said use, provided that it does not unduly disrupt District operations.
5. Only Compensatory time can be earned when assisting the Public Education and Information Officer on weekends.

Only designated, non-exempt employees, according to the Position and Pay Structure, may accrue compensatory time, not to exceed 240 hours at the discretion of the Executive Director.

Standby Pay

Standby pay of fifty (\$50) dollars per day on weekends is authorized for full and part time employees, and on-call pilots, when notified by their supervisor that they are placed on standby status.

If a full or part-time employee is called out to work on standby status the employee will not receive standby pay; instead the employee will be compensated at the appropriate overtime rate with a guaranteed minimum of 2 hours.

Hourly On-Call Pilots will be compensated for the time actually worked or 1 hours pay, whichever is higher.

Hourly On-Call Pilots will be paid twenty-five (\$25.00) per hour for non-flight time, not to exceed One Hundred (\$100) dollars per day.

Time spent on Standby Status shall not be considered hours worked.

On-Call Fog Truck Drivers

If a Fog Truck Driver is called and agrees to work and reports at the designated time, but the mission is cancelled, the Fog Truck Driver will be compensated with two hours pay. Non-Fogging work duties may be substituted in lieu of driving duties depending on the workload and ongoing District projects.

If non-fogging work duties are offered and declined by the driver, only hours worked will be paid.

Flight Operations

Pilot Fatigue

The purpose of this section is to ensure safe flight operations. No pilot shall operate an aircraft when fatigued beyond safe limits. It is recognized that fatigue is a variable ~~and the~~ will differ from individual to individual. One person will not become as fatigued as another under similar circumstances. Further, no two individuals are subject to the same physical and mental stress. It is the duty of the pilot to inform his/her supervisor if he/she feels physically or mentally fatigued beyond safe limits. It is the duty of the supervisor not to require the pilot to fly who has reported him/herself unfit. The supervisor should be sensitive to the status of crew members and take action to ensure that adequate rest is provided. If circumstances warrant, the supervisor may request a medical exam in the interest of safety.

Medical Exams

A medical exam is only permitted if the Executive Director, Director of Aerial Operations, Chief Pilot or Director of Maintenance, or designee, reasonably believes based on objective evidence that a pilot's ability to operate an aircraft will be impaired or that the pilot will pose a direct threat due to his/her condition. The belief must be based on *objective evidence* obtained or reasonably available prior to requiring a medical examination. Such a belief requires an assessment of the employee and his/her position and cannot be based on general assumptions.

Flight and Duty Limitation

The duty day begins when the pilot arrives and terminates upon the last event of the day

The following limitation will be implemented to mitigate the risk of fatigue:

Duty Day with a 12 Hour Minimum Rest Period	Total Hours in Duty Day	Total Hours Allowed to Fly	Total Hours Allowed to Fly Low Level
Day 1	12	8	6
Day 2	12	8	6
Day 3	10	7	5
Day 4	9	6	4
Day 5	9	6	4
Day 6	9	6	4
Day 7 OFF 24 HOURS MIN	0	0	0

Miscellaneous

Wages Due Deceased Employee

In the case of the death of an employee for whom an estate is not raised, any wages, unused accrued annual leave, or similar amounts due the employee shall be paid by the District in accordance with the Florida law of Intestate Succession or Florida Statute 222.15.

Budget Limitations

The Director must administer these Policies and Procedures within the amounts which are contained in the Budget as established by the Board of Commissioners.

Deductions from Employees Pay

It is the District's policy to comply with the pay requirements of the Fair Labor Standards Act. The District does not permit deductions to the pay of employees that violate the FLSA. If you are an employee of the District and believe that an improper deduction has been made to your pay, you should immediately report this information to your supervisor, or if you believe your supervisor is responsible, to the Director of Finance. Reports of improper deductions will be promptly reviewed and, if it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Pay Cap

The District, in compliance with Florida law, generally does not provide for extra compensation, or payments in addition to wages, to its employees for past service. However, in the sole discretion of the Executive Director, she may determine to award a bonus based on superior work performance. In the event the Executive Director creates a bonus plan, the bonus plan will be implemented in compliance with §215.425, Florida Statutes. The bonus plan will be available to all employees of the District and provide for a bonus based on work performance. Any bonus plan will be announced prior to the period of evaluation upon which the bonus is based, and will describe the performance standards and evaluation process.

Emergency Pay Plan

[The following policy shall apply to public emergency response and compensation for such other than employees hired as temporary on-call emergency disaster employees.](#)

[Definitions:](#)

[Administrative Leave: Leave \(with pay at an employee's regular rate of pay for regular working hours\) which the Executive Director or his/her designee has authorized. The leave applies only to an employee's regular working hours during the time that the Director or his/her designee has authorized the leave. Administrative leave is awarded to make an employee whole for a workday when the employee's regular work may be suspended due to some disaster or emergency. Administrative leave will apply to staff for any event requiring cessation of regular work. Employees will not receive administrative leave pay for any hours during which an employee is receiving compensation for Emergency Response or other work as provided below.](#)

Emergency Response Work: Any work performed by an employee during the time period that administrative leave is authorized due to a disaster or other emergency and which work is performed in furtherance of the duties of the District to protect the health, safety and welfare of the public against the cause of the disaster or other emergency.

Authorized Employee: An employee who is pre-approved as an emergency response worker by both his/her supervisor, as well as either the Executive Director or his/her designee.

Exemptions: All full-time employees other than temporary on-call emergency disaster employees who work due to an emergency/disaster and are not recognized in this policy may be approved by the Executive Director or his/her designee for compensation at one and one-half times their regular rate of pay for all hours worked. Should an employee not work a complete 8 hour day, the employee may receive administrative leave hours for the balance of the day. Any hours worked exceeding an 8 hour day will be compensated at two times their regular rate of pay. The Executive Director or his/her designee may approve on a case-by-case basis, compensation at one and one-half times their normal rate of pay, for additional emergency response/disaster recovery work performed outside of the granted administrative leave time period.

Authorization and Pay

Only by authorization of the Executive Director or his/her designee will the District cease operations due to an emergency/disaster. The Director's or designee's declaration of cessation of normal District operations shall set forth the areas affected by the closure if there is to be a cessation of operations in only part of the District.

Employees questions their responsibilities during the time of disaster or emergency should contact their supervisor to be sure that they are fulfilling their responsibilities.

All authorized employees, other than temporary on-call emergency disaster employees, who perform emergency response work during the period of administrative leave will be compensated at one and one-half of their regular rate of pay for the time actually worked up to 8 hours in a day. Any hours performing emergency response work exceeding an 8 hour day, will be compensated at two times their regular rate of pay. An authorized employee who performs duties which could have been postponed until after the administrative leave has ceased shall only be paid at his or her normal rate of pay for hours worked performing such duties. In the event an authorized employee performs emergency response work for less than 8 hours, administrative leave shall be granted for the balance of the workday.

In the case of a partial District operation closing those employee whose worksite (not residence) is in the area where the closing occurs shall be granted administrative leave.

In severe emergency/disaster situations where an employee is granted administrative leave it is the responsibility of the employee to establish contact with his/her supervisor if there is any doubt about when to return to work and/or to report an inability to appear at the

worksite. Employees should stay close to media information and/or telephone in order to obtain information regarding District operations resuming. Employees should not rely solely on media information.

Return to Work

All employees are required to return to work when the District resume normal operations, unless otherwise authorized in advance by the Director or his/her designee. If an employee for any reason does not return to work when the District resumes normal operations, that that employee will have to utilize accrued leave in accordance with the Personnel Policies and Procedures. In the absence of accrued leave the employee will take leave without pay. It is the employee's responsibility to notify his/her supervisor if unable to report to work.

Employee, both exempt and non-exempt, are granted administrative leave if they do not perform emergency response or other work. Administrative leave shall be granted for those hours not worked in order to make the employee "whole" for the normal scheduled work day. It is not meant as a means of awarding overtime to an employee.

All authorized employees who perform emergency response work during the time that administrative leave is authorized for personnel at their normal worksite are compensated at one and one-half times their regular rate of pay for the time actually worked during the emergency or disaster up to 8 hours per day. Any hours worked exceeding and 8 hour day will be compensated at two times their regular rate of pay.

All employees on sick leave, personal leave, or vacation on a day when an emergency closing occurs are changed with such leave as was schedule up until the time when administrative leave was granted.

Timesheets must reflect actual hours worked. Administrative leave time granted until the end of the normally scheduled workday must be reflected in the leave column in order to make the employee "whole" for that workday.

Administrative leave will not be counted as hours worked for the purpose of overtime calculation.

This policy may be amended and/or supplemented by resolutions.

Position and Pay Structure		(Rev. 10/01/2014)
Management	Minimum	Maximum
Executive Director●**◆***	Per Contract	Per Contract
Director of Operations●**◆	\$85,000	\$125,000
Director of Aerial Operations●**◆	\$85,000	\$125,000
Director of Finance●◆	\$85,000	\$125,000
Director of Research●**◆	\$85,000	\$125,000
Director of Human Resources◆	\$85,000	\$125,000
Supervisory		
Director of Aircraft Maintenance●**◆	\$85,000	\$125,000
Chief Pilot●**	\$85,000	\$125,000
Lower, Middle, Upper Keys Area Supervisor●**	\$54,000	\$95,000
Mechanic Supervisor**	\$65,000	\$100,000
ULV Coordinator**	\$55,000	\$70,000
Administrative and Support Staff		
Executive Assistant	\$50,000	\$72,500
Office Coordinator	\$45,000	\$65,000
Purchasing Agent/Financial Analyst	\$60,000	\$95,000
Fiscal Assistant	\$50,000	\$80,000
Chief Technology Officer●***◆	\$70,000	\$110,000
IT Assistant●	\$46,800	\$70,000
Seasonal Receptionist	TBD	TBD
Safety Coordinator**	\$55,000	\$85,000
Public Education and Information Officer**	\$65,000	\$95,000
Operations		
Field Inspector / Off Shore Technician Level I**	\$43,680	\$46,800
Field Inspector / Off Shore Technician Level II**	\$44,720	\$65,000
Field Inspector / Off Shore Technician Level III**	\$46,800	\$75,000
Aircraft Support Technician**	\$46,800	\$75,000
Mechanic Technician**	\$55,000	\$80,000
Research Biologist / Entomologist**	\$55,000	\$85,000
A & P Mechanic**	\$65,000	\$90,000
Pilot**	\$75,000	\$120,000
On Call ULV Operators**	\$15.00	\$21.00
On Call Pilots (Flight Time) **	\$80.00 SIC	\$90.00 PIC
On Call Pilots (Non-Flight Hours, Training, etc.) **	\$25.00/Hour	\$100.00/Day
Part-Time Surveillance Technician**	\$15,000	\$25,000

● - Denotes Positions not eligible for compensatory time only overtime pay.

** - Denotes a Safety Sensitive Position. —

◆ - Denotes FLSA Exempt Position. Effective 02/01/2022, filled or replaced will be FLSA Exempt Positions. ***-

Denotes FLSA Exempt Position

Section 6: Management Rights

The employee recognizes and agrees that the Florida Keys Mosquito Control District has the sole and exclusive right to manage and direct any and all of its operations. This includes, but is not limited to the following rights as specified below:

1. Decide the scope and method of service to be performed.
2. Hire, examine, and/or otherwise determine criteria and standards of selection for employment.
3. Demote, suspend, or otherwise discipline employees.
4. Promote and/or otherwise establish the criteria and/or procedure for promotions.
5. Occasionally transfer employees to different locations within the District as may be required.
6. Layoff and/or relieve employees from duty due to lack of work, lack of funds or any other reason deemed appropriate by the Florida Keys Mosquito Control District in its sole and exclusive discretion.
7. Rehire employees under any conditions deemed appropriate by the District.
8. Determine starting and quitting times and the number of hours and shifts to be worked.
9. Formulate and/or amend job descriptions, including the right to add to, delete from, alter and/or amend the job descriptions of any position.
10. Control the use of equipment and property of the District.
11. Schedule and assign work to employees and determine the size and composition of the workforce.
12. Determine the services to be provided to the public and the maintenance, procedures, materials, facilities and equipment to be used in all District operations.
13. Take whatever action may be necessary to carry out the mission and responsibility of the District in unusual and/or emergency situations.
14. Formulate, establish, amend, revise and implement policies, rules, and regulations.
15. Require employees to observe and obey the District's policies, procedures, rules and regulations and exercise any rights incidental to the foregoing.
16. The above rights of the District are not all inclusive, but indicate the types of matter or rights which belong to and are inherent in the District in its general capacity as management.

Section 7: Employment Procedures

Purpose

To establish guidelines for the processing of applications for employment with the District.

Policy

All applications for employment will be processed through the District's Human Resources Department. This will ensure compliance with local, state, and federal equal opportunity laws and applicable insurance requirements.

The Human Resources Department should coordinate with the Executive Director to initiate the hiring process. Recommendations, interviews, screening references and completion of forms to determine qualifications based on the job description for the position to be filled, will be coordinated with the respective Director and/or hiring supervisor. All hiring will be conducted in the spirit of equal opportunity.

The applications of the top candidates with recommendations from the hiring Supervisor or Director will be submitted to the Executive Director for final approval.

This policy can be modified, or amended at any time to ensure, protect and clarify the rights and responsibilities of the employer and employees.

Veteran Preference

Eligible veterans as defined in Chapter 295, Florida Statutes, will receive preference with the exception of those positions which are exempt.

Probationary Period

A new employee shall be considered a probationary employee for a minimum of one year. This period of time is established for the purpose of evaluating the employee's work quality, attendance, and other performance factors and to determine how well the employee fits into the operation. It also gives the employee the opportunity to experience working with the District and to decide whether he/she likes the new job and surroundings. An employee's employment during a probationary period is considered at will, which means the District may terminate an employee's employment with or without cause at any time during the probationary period. A newly-hired employee's probationary period may be extended at the District's discretion for unsatisfactory performance.

Reemployment

Reemployment will be contingent upon, among other things, satisfactory references from previous employment with the District. Applicants who are reemployed will be considered as new hires and will be given a new employment date as of the date of return to the active payroll. They will further be required to meet all qualifying conditions prior to participation in the benefit program.

If an employee is reemployed within six months after terminating employment with the District, the employee will return at their previous hourly rate. However, the rehired employee would be treated as a new hire in all other aspects of employment. (Probation, benefit waiting period, etc...)

Equal Employment Opportunity

Florida Keys Mosquito Control District is an equal opportunity employer. All employment decisions are made without regard to such factors as race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, marital status, familial status, pregnancy, disability genetic information or other protected category. The District will make reasonable accommodations consistent with applicable laws to the known disabilities of an otherwise qualified applicant or employee who is able to perform the essential functions of the position. It is our policy not to tolerate discrimination harassment or retaliation of kind. We comply with all applicable federal, state, and local laws on employment and employment practices.

Any employee with questions or concerns about any type of discrimination harassment or retaliation in the workplace is required to bring these issues to the attention of his/her immediate supervisor, the Director of Operations, Director of Human Resources, or the Executive Director. No employee is expected to report concerns of discrimination, harassment or retaliation to anyone they believe may be responsible for such conduct. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, harassment, or retaliation will be subject to disciplinary action, up to and including termination of employment.

Please see Section 9, Sexual and Other Unlawful Harassment Policy, for more information.

Anti-Nepotism Policy

It is the policy of the District that persons considered for employment or promotion shall be evaluated on the basis of individual merit including training, experience and qualifications without reference to considerations of race, sex, gender identity, or expression, familial status, color, age, genetic information, pregnancy, sexual orientation, religion, disability, marital status, national origin, or any other factors not involving person, professional qualifications and performance. The following anti-nepotism policy is designed to promote this goal.

The purpose of this policy is to:

1. Avoid the possibility of favoritism based upon family or personal relationships;
2. Avoid intense emotions which would interfere with a worker's job performance, if the employee's immediate family member is also his/her co-worker;
3. Avoid close family members from taking sides in disputes between one family member and another worker(s), thus compromising a fair grievance procedure.

It is the policy of the District that immediate family members and other relationships not involving immediate family may be employed with the District at the sole discretion of

Executive Director but may not maintain a supervisory/employee relationship within the same reporting structure.

Workers' Compensation

All employees of the District are covered under the Florida Workers' Compensation Act, (Jones Act, Longshore and Harbor Workers' Compensation Act where applicable.) This act provides for benefit payments for work related injuries. All injuries or accidents must be reported to the supervisor within thirty (30) days of the occurrence. Under Florida law, benefits begin on the eight calendar day of the disability; however, this does not include those benefits under Florida Statute Section 440.13. If the injury results in more than twenty-one (21) days of disability, compensation is allowed from the commencement of the disability. Accrued or unused sick leave or annual leave may be used for the first seven (7) days only; otherwise annual, sick, compensatory leave may only be used to make up the difference between the employee's regular salary and his/her wage replacement benefits under workers' compensation.

Separation of Employment

We request each employee to provide sufficient notice to the District of their intended separation of employment. Giving notice allows the District to provide a smooth transition for your departure and efficient transfer of information, knowledge, and training to the new hire.

In an effort to encourage participation, to be eligible for a payout of your annual and sick leave balances, you must meet the following notice period appropriate to your position.

All non-supervisory positions are required to give a minimum of two (2) weeks written notice to their supervisor prior to leaving District employment for any reason.

Employees in a supervisory capacity are required to give a minimum of four (4) weeks written notice to supervisor and the Executive Director prior to leaving District employment for any reason.

The following employees are required to give a minimum of a six (6) week written notice to their supervisor and the Executive Director prior to leaving District employment for any reason.

1. Director of Operations
2. Director of Aerial Operations
3. Director of Aircraft Maintenance
4. Director of Finance
5. Director of Research
6. Chief Pilot

Any employee who fails to comply with the notice period appropriate to their position, will not be eligible to receive a payout of their accrued annual and sick leave.

Section 8: Drug Free Workplace

Purpose

1. As a part of its commitment to safeguard the health, safety, and welfare of its employees and the public, to provide a safe place for its employees to work, and to promote a drug-free community, the District has established this policy on the use or abuse of alcohol and drugs by its employees. This policy is set up pursuant to the Drug-Free Workplace Program under Florida's Workers' Compensation Law. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. We have established this policy to detect users and remove abusers of drugs and alcohol. It is also our policy to prevent the use and/or presence of these substances in the workplace and to assist employees in overcoming the dependence on drugs and/or alcohol in accordance with the following guidelines.
2. As stated in paragraph 1 above, the District is implementing this policy pursuant to the Drug-Free Workplace Program under the Florida Workers' Compensation Act. This provides that an employee who is injured in the course and scope of this employment and tests positive on a drug or alcohol test forfeits eligibility for medical and indemnity benefits under Florida's Workers' Compensation Act. (Refusal to take a drug or alcohol test will result in the employee forfeiting eligibility for medical and indemnity benefits under Florida's Workers' Compensation and automatic termination of the employee.)
3. The purpose of this policy is to communicate the District's position on drugs and alcohol in the workplace and provide guidance for the implementation of related programs.

Scope

1. All employees of the District are covered by this policy and as a condition of employment are required to abide by the terms of this policy. Due to state and federal laws and regulations certain employees may be subject to additional requirements.

Definitions

1. **Drugs:** This includes alcohol, distilled spirits, wine, malt beverage, intoxicating liquors, an amphetamine, a cannabinoid, cocaine, phencyclidine (PCP), a hallucinogen, methaqualone, an opiate, a barbiturate, a benzodiazepine, a synthetic narcotic, a designer drug or metabolite of any of the substances list in this paragraph. (Fla Stat. 440.1-1(1)(c)). The District will test for all of the drugs listed.

2. Alcohol: This includes distilled spirits, wine, a malt beverage, intoxicating liquors.
3. Prescription or Non-prescription Medication: This refers to a drug or medication obtained pursuant to a prescription or a medication that is authorize pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries. (Fla. Stat. 440.101(1)(I)\
4. District Premises: This refers to all areas in which the Florida Keys Mosquito Control District operates and maintains control. It includes but is not limited to its parking lots, leased and owned vehicles, personal vehicles when used for business purposes, storage facilities, and work areas, etc.
5. Medical Review Officer or MRO: This refers to a licensed Physician employed with or contracted with an employer who has knowledge of substance abuse disorders laboratory testing procedures and chain of custody, collection procedures, who verifies positive confirmed test results and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.
6. The Drug Free Workplace Program Requirements: This refers to the Drug Free Workplace requirements contained in the Florida Workers' Compensation Statute Sections 440.101 and 440.102 et seq, as it may from time to time be amended.
7. Division of Drug Testing Rules: This refers to the Department of Labor and Employment Security, Division of Workers' Compensation Drug testing rules, which implement the Drug-Free Workplace program. These rules appear in the Florida Administrative Code Volume 28F-9.001, et seq.
8. Chain of Custody: This 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, storing specimens and reporting test results
9. Confirmation Test: This means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity and quantitative accuracy.
10. Drug Rehabilitation Program: This means a service provider that provides confidential timely, and expert identification assessment and resolution of employee drug abuse.

11. Drug Test: This includes any chemical, biological, or physical instrumental analysis administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the agency of Health Care Administration, for the purpose of determining the presence or absence of a drug of its metabolites.
12. Employee Assistance Program: This includes an established program capable of providing expert assessment of employee personal concerns, confidential and timely identification services with regards 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.
13. Initial Drug Test: This means a sensitive rapid and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost effective form.

Prohibited Acts

1. The use, sale, possession or purchase of illegal drugs on or off the job and the use, sale possession or purchase of alcohol while on the job is prohibited. Any employee violating this prohibition, except in the circumstance set forth in below paragraph 2, will be subject to discipline up to and including termination for the first offense.
2. Exceptions for prescriptions and over the counter drugs: Employees should report the use of any prescription or non-prescription medication which may alter the employee's physical or mental ability prior to commencing work. The use of legal drugs prescribed by a licensed physician for a specific treatment purpose will not result in disciplinary action. However, some such prescriptions can have a direct impact on vigilance, judgement, and coordination. It is important particularly in safety sensitive assignments, which include all positions in which employees engage in mosquito control operations and/or operation or maintenance of any spraying equipment used in mosquito control operations, for the District to assure itself that there is not a threat to safety as a result of such medication. Therefore an employee who must use prescribed drugs during work which may affect the employee's ability to perform, must be report this fact to his or her supervisor. This notification will be kept strictly confidential. The employee's failure to notify the supervisor under this subpart before starting any work-related activity will cause the employee to lose this exception and be subject to discipline under the terms and conditions of this policy.
3. It is against District policy to report to work if drugs or alcohol, as defined by the Drug-Free Workplace Program and Division Drug Testing Rules, are found to be present in the employee's system at the level prescribed by the Division of Drug Testing Rules

4. It is a condition of employment to refrain from taking illegal drugs on or off the job and to refrain from consuming alcohol on the job or off duty in a way that results in the employee being unable to perform his/her job. It is also a condition of employment to report the use of all prescription and non-prescription drugs in the confidential manner set forth herein.
5. Any employee who refuses to submit to a test for drugs or alcohol, when asked in accordance with provisions set forth in the Drug Testing Policy, will forfeit eligibility for medical and indemnity benefits under Workers' Compensation Statute and will be subject to disciplinary action up to and including termination.
6. Observance of this policy is a condition of continued employment for every employee. Violation of any aspect will result in discipline up to and including termination.

Confidentiality (440.102) (3) (a) (3)

1. All test results will be kept confidential and will only be provided to managerial employees on a need to know basis. Unless authorized by written consent of the employee or applicant, all information, interviews, reports, statement memoranda and drug test results written or otherwise reviewed by the employer through a drug testing program are confidential communications and will only be divulged in accordance with Section 440.102, Florida Statutes, in determining compensability under Chapter 440, or as otherwise permitted by applicable law.
2. Employers, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction, in pursuant of an appeal taken under this section, or unless deemed appropriate by a professional licensing board in related disciplinary proceedings.
3. The consent form must contain, at a minimum, the following:
 - a. The name of the person authorized to obtain the information.
 - b. The signature of the person authorizing the release.
 - c. The purpose of the disclosure.
 - d. The duration of the consent.
 - e. The precise information to be disclosed.

4. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding
5. Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the District or its agents defense in civil or administrative matter.

Drug Testing Policy

The District will conduct the following types of drug tests:

1. Job Applicant Testing: All applicants for safety sensitive positions must take and pass a drug test as a condition of obtaining employment.
(Fla Stat. 440.102(4) (a) (3)).
2. Routine Fitness For Duty Testing: All employees must submit to a drug test as part of a routinely scheduled fitness for duty medical examination
3. Follow-up Testing: Follow-up testing will be conducted for any employee who, in the course of employment, enters an employee assistance program for drug related problems or a drug rehabilitation program, the District has the option to waive the follow-up testing requirement. If the District does require follow-up testing, such testing must be conducted at least once a year for a two (2) year period after completion of the program. Advance notice of a follow-up test must not be given to the employee to be tested.
(Fla Stat. 440.102(4) (a) (4))
4. Reasonable Suspicion Drug Testing: A drug test will be required whenever an employee has a work-related accident and/or District has a reasonable suspicion that an employee may be using drugs or alcohol in violation of this policy. When drug testing is based on reasonable suspicion, the District shall promptly detail in writing the circumstance which formed the basis of the determination that a reasonable suspicion existed to warrant the testing. A copy of this documentation shall be kept confidential by the District and shall be retained by the District for at least one year. (Fla Stat 440.102(5) (o). Reasonable suspicion includes:
 - a. Observable phenomena such as direct observation of drug use or the physical symptoms of being under the influence of drugs or alcohol.
 - b. Behavioral symptoms associated with drug use or intoxication from either drugs or alcohol, such as abnormal conduct, erratic behavior, or a significant deterioration in performance.
 - c. Report of drug use provided by a reliable and credible source. (Fla Stat. 440.102. (1)(n)(3)).
 - d. Evidence that an individual has tampered with a drug test.

- e. Any evidence that an employee has used, possessed, sold, solicited, or transferred drugs on or off District property whether the employee is working or not, or while operating District vehicles, machinery, or other equipment.
 - f. Information that an employee has caused, or contributed to, an accident at work.
5. Mandatory Drug Testing: Drug testing is required at the time of a personal injury requiring professional medical attention, vehicle accident and damage to property or equipment.
 6. Random Drug Testing: Random Drug Testing will be required for all employees employed in safety-sensitive positions which include all positions in which an employee engages in mosquito spraying operations, or operates or maintains equipment that is engaged in mosquito control operations. The purpose of this random drug testing of employees engaged in mosquito control operations is to ensure public safety. Reasonable suspicion or a work-related accident is not required for random drug testing.

The District will test for the following drugs:

Alcohol	Methacholine
Cannabinoids	Barbiturates
Cocaine	Methadone
Phencyclidine (PCP)	Hallucinogens
Opiates	Benzodiazepines
Synthetic Narcotics	Propoxyphene
Amphetamines	Methaqualone
Designer Drugs or Metabolite of substances listed herein	
Any other drugs declared illegal by state or federal authorities	

Test Results/Challenge

1. All employees or applicants with a confirmed positive test will be notified, in writing, within five (5) days from receipt of the results by the District and the options available to the employee or applicant. (Fla Stat. 440-102(3) (h)).
2. An employee or applicant with a confirmed positive test result may, within five (5) days of receipt of notification, submit information to the District explaining or contesting the test result and why the results do not constitute a violation of the District’s policy. If the challenge or explanation is not satisfactory, the District shall, within fifteen (15) days of receipt of the employee’s or applicant’s explanation or challenge, issue a written explanation of why it is unsatisfactory, along with the report of the positive results, to the employee or applicant.
3. An employee who receives a positive confirmed test result may contest or explain the result to the medical review officer (MRO) within five (5) working days after receiving written notification of the test results; if an employee’s explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the employer; and the employee may contest the drug result pursuant to law or the rules adopted by the Agency of Healthcare Administration. (Fla Stat. 440.1(3) (a) (8)).

4. If the initial test is negative, the District may in its sole discretion seek a confirmation test. (Fla Stat 440.102. (6)(a)).
5. Persons who initiate a grievance, administrative procedure, or other legal action under State or Federal Law to contest their test results must notify the testing laboratory of the action. The purpose of the timely notification is to preserve the specimen until the conclusion of the legal challenge.

Amnesty

Any employee who has a drug or alcohol dependency problem and who brings it to the attention of the supervisor, human resources, or Executive Director, before being asked to submit to a test, may be allowed to enter and complete an appropriate rehabilitation program approved by the District at the employee's own expense, except as covered under the employee's group health insurance plan. The intent of this program is to encourage employees with an alcohol or drug dependency problem to come forward before they are disciplined by the District or arrested and/or convicted of violation of State Statutes. If the employee does not have accrued sick or ~~annual vacation~~ leave, an employee may request leave without pay, if available. Such request will be considered on a case-by-case basis. The employee must submit to appropriate medical testing and must execute a Last Chance Agreement and execute all documents and releases required to allow the District to monitor the employee's attendance and progress in the program.

Upon receipt of written documentation of successful completion of the approved rehabilitation program the employee will be returned to his or her position or offered the first available vacancy in a range equal to or lower than the one the employee occupied prior to the beginning of the leave of absence, provided that the employee meets the minimum qualifications for the vacant position and is physically able to perform all requirements thereof. Upon reinstatement, the employee will submit to random tests for alcohol and/or drugs (without prior notice) by the District on an annual, semi-annual, or quarterly basis for a period of two years. All such tests will be administered by a certified laboratory. Failure by the employee to submit to any test or any test result showing any degree of intoxication of alcohol or any level or amount of drugs/controlled substances not wholly attributed to drugs prescribed by the employee's physician shall be considered a voluntary resignation by the employee. Nothing in this policy shall be construed as an obligation upon the District to provide or to pay for substance abuse counseling or rehabilitation except to the extent it may be part of the Districts' health insurance plan.

Retaliation

Any supervisor or employee who, in good faith, reports an alleged violation of this policy shall not be harassed, retaliated against, or discriminated against in any way as result of such report.

Additional Information

1. The following is a list of the most common drugs and medications by brand name, common name, and chemical name, which may alter the effect of a drug test:
 - a. Alcohol: All medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vicks Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contact Severe Cold Formula Night Strength is 25% (50 proof); and Listerine is 26.9% (54 proof).
 - b. Amphetamines: Obetrol, Biphetaamin, Desoxyn, Dexedrine, Didrex
 - c. Cannabinoids: Marinol (Dronabinol, THC)+
 - d. Cocaine: Cocaine HCl topical solution (Roxanne)
 - e. Phencyclidine: Not legal by prescription
 - f. Methaqualone: Not legal by prescription
 - g. Opiates: Paregoric, Pareptolin, Donnagel PG, Morphine, Tylenol with Codeine, Empririn with Codeine, APA with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), S contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc
 - h. Barbiturates: Phenobarbital, Tuinal, Amytal, Bambutal, Seconal, Lotusate, Foirinal, Fioricet, Esgic, Butisol, Mebaral, Butabartital, Butabital, Phrenilin, Triad, etc.
 - i. Benzodizaepines: Ativan, Azene, Clonopin, Dalmane, Dizaepam, Librium, Xanax, Serax, Tranzene, Valium, Verstran, Halcion, Paxipa, Restoril, and Centrax
 - j. Methadone: Dolophine, Methadose
 - k. Propoxyphene: Darvocet, Darvon N, Dolene, etc
 - l. Hallucinogens: Not legal by prescription
2. Each employee and applicant will be given an opportunity, both before and after the drug test, to confidentially report the use of prescription or nonprescription medications that may alter or affect a drug test.
3. The District may test for each and every one of the 14 drugs listed on the drug testing list.

4. Each employee or job application has a right to consult the testing laboratory the District uses to administer its drug test for further information. The name and address of the laboratory and the person to contact regarding this information will be available to all employees.
5. The name and address of the drug counselor and rehabilitation organizations will be made available to all employees.
6. A statement that taking and passing a drug test is a condition of initial and continued employment in conformity with this policy shall be placed on all vacancy announcements and job postings for safety sensitive positions. Furthermore, the District's drug testing policy shall be appropriately and conspicuously placed on the premises and copies of the policy made available for inspection by the employees or job applicants at a suitable and convenient location.
7. The District will periodically provide education to employees which will assist in identifying personal and emotional problems with may result in the misuse of alcohol or drugs and tell them about the consequences of drug and alcohol abuse.
8. It is the employee's responsibility to notify the laboratory or any administrative or civil action brought pursuant to this section (Fla Stat 440.102(3) (a) (9)).
9. Each employee has a right to consult with a medical review officer for technical information regarding prescription or nonprescription medications (440.102(3) (a) (12)).

Drug Testing Procedures

1. The District shall require all safety sensitive employees operating or performing maintenance upon any equipment used for mosquito control operations to undergo random drug and alcohol testing covered by this policy at least every six (6) months.
2. It is presently accepted by medical experts that urinalysis is the most definitive and cost effective means of analysis for drug screening. This method will be the primary analysis method; however, this shall not preclude other types of screening (i.e. hair, etc.) as may be directed by the circumstances surrounding the incident.
3. All tests will be conducted in an independent medical laboratory which is licensed and certified in accordance with federal and state guidelines and utilizes recognized technologies.
4. If an employee tests positive for drugs, a second test on a second specimen (collected at the same time as the first specimen) will be administered by a second laboratory in a timely manner to verify the results before administrative action is taken.
5. An employee's refusal to submit to toxicology testing accordance with the provisions of this policy may result in disciplinary action up to and including termination in accordance with District's Policy and Procedures.
6. All disputes by a Career Service Employee arising from the implementation of this policy resulting in suspension or termination may be pursued with the policies governing the Career Service Council.

7. The District will pay the cost of initial and confirmation drug test which it requires of employees or applicants. An employee shall pay the cost of any additional drug test not required by the District.

Selection of Employees to be tested for Random Drug Testing

1. Employees will be randomly selected by a 3rd party.
2. All employees will be informed not more than twenty-four (24) hours prior to the scheduled time.
3. All employees will be scheduled for drug testing while on duty if possible.

Collections of Specimen

Specimen will be obtained only at a collection site and in accordance with those guidelines mandated by the Federal Government and the National Institute of Drug Abuse to protect rights to privacy and ensure specimen maintenance.

Specimen Analysis

Specimen analysis is to be performed at a laboratory meeting standards and certifications approved by the Agency for Healthcare Administration, using criteria established by the United States Department of Health and Human Services as general guidelines for modeling the State Drug Testing Program pursuant to the Florida Drug-Free Workplace Act or the laboratory certified by the United States Department of Health and Human Services.

Important Phone Numbers: Phone numbers are provided as a courtesy, we do not insure accuracy.

CSAP Workplace Help Line 240-276-2420

This Center for Substance Abuse Prevention's toll-free service operations from 9:00 a.m.-8:00 p.m. EST. Technical assistance is available for business owners, manager, and union leaders on the development and implementation of comprehensive drug-free workplace programs.

Federal Clearinghouse for Alcohol and Drug information 844-955-0207

This toll-free service has information available on all aspects of substance abuse, from prevention materials and videos to specific program guidelines and resources within your state. Many publications offered are free from the Clearinghouse.

AIDS Treatment Information Services 800-448-0440

AI-Anon/Alateen Family Groups 800-356-9996

Alcoholics Anonymous 305-852-6186

American Council on Alcoholism Helpline 800-662-4357

Drug Abuse and Alcohol Abuse 24HR Helpline 800-851-3291

Florida AIDs Hotline 800-352-2437

MADD (Mothers Against Drunk Driving) 877-623-3435

Florida Nar-Anon Helpline 888-947-8885

Narcotics Anonymous 818-773-9999

National Council on Alcoholism and Drug Dependency 818-997-7041

NAC-CALL Partnership for a Drug Free America 212-922-1560

The Division of Workers' Compensation, Customer Service 850-413-1601

For more information regarding drug testing standards, procedures, laboratory certification, qualifications of Medical Review Officers, Collection sites.

SAMHSA 24hr Helpline 800-662-4357

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

For a listing of Employee Assistance Programs and Rehabilitation Programs in your area, you may check with the local County Health Department, call your local Chamber of Commerce, or obtain a directory of programs from the Florida Alcohol and Drug Abuse Association at: 850-656-9853.

Section 9: Sexual and Other Unlawful Harassment Policy

Policy

The District is committed to maintaining a work environment free of sexual harassment. The District is also committed to maintaining a work environment free of harassment based on race, color religion, national origin, age, marital status, sexual orientation, disability, ancestry, gender identity or expression, familial status, genetic information or other protected status. The District will not tolerate the sexual or other unlawful harassment of any employee(s), by a manager(s), supervisor(s), co-worker(s), vendor(s), or anyone else. All personnel are responsible for maintaining a workplace that is free of sexual and other unlawful harassment and intimidation.

Definitions and Examples

Unwelcome sexual advances, request for sexual favors and any other physical, verbal or visual conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment or continued employment; or
2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion or evaluation; or
3. The conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but not limited to:

1. Unwelcome sexual propositions;
2. Sexual innuendo;
3. Sexually suggestive remarks;
4. Vulgar or sexually explicit comments, gestures, or conduct;
5. Sexually oriented kidding, teasing or practical jokes;
6. Physical contact such as brushing against another's body, pinching, or petting/patting;
7. The publication of documents (including pictures and text) in the workplace that contain any material that is of a sexual nature;
8. Using District property to access any other resources that contains material that is of sexual nature; and
9. Broadcasting any material of a sexual nature.

Sexual harassment may occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile, or abusive.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, marital status, sexual orientation, disability, ancestry, sex, gender identity or expression, familial status, genetic information, or other protected status when it:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; of creating an intimidating, hostile or offensive environment.
3. Otherwise adversely affects an individual's employment opportunities.

Unlawful harassment includes, but is not limited to the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, marital status, sexual orientation, ancestry, sex, gender identity or expression, familial status disability, genetic information, or other protected status; and
2. Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, gender, national origin, age marital status, sexual orientation, disability, genetic information, ancestry, sex, gender identity or expression, familial status or other protected status and that is placed on walls, bulletin boards, or elsewhere on District premises, or circulated in the workplace. This also includes acts that purports to, or are meant to be, "Jokes" or "Pranks," but that are hostile or demeaning, such as hate mail, threats, defaced photographs, or other such conduct.

Employees Responsibility

The District is committed to promptly and thoroughly investigating all complaints of sexual and other unlawful harassment. All personnel are responsible for making management aware of any reports that are sexual or other unlawful harassment or intimidation is occurring in the workplace. If any person receives a report that sexual or other unlawful harassment in the workplace is occurring, they have an affirmative obligation to report such a complaint to their supervisor, the Director of Human Resources, or the Executive Director. No employee will be expected to report harassment to an individual who they believe may be responsible for the alleged conduct. If after an investigation is conducted and it is determined that sexual or other unlawful harassment has occurred or it is determined that any employee(s) failed to fulfill their affirmative obligation to report such a complaint, such a failure may be grounds for discipline, up to and including termination.

Supervisors Responsibility

In addition to the aforementioned responsibility, supervisors are also responsible for taking the following steps to prevent sexual and other unlawful harassment:

1. Assure that all subordinates and new hires have received a copy of the District's personnel manual containing the District's sexual and other unlawful harassment policy and have signed the acknowledgment that they have received and read the policy.
2. Discuss the policy with employees and assure that all of them are aware that they are to work in an environment free of harassment.
3. All employees are required to pass an online sexual harassment course within the first 30 days of employment, which is recorded in the employee's personnel file.

4. Assure employees that they should not tolerate denigrating or hostile treatment that is of a sexual nature or based on a protected category above.
5. Inform all employees of the harassment complaint process, including employees' right to by-pass an offending member.
6. Immediately report any complaints, observations or concerns of unlawful harassment. When receiving a complaint of harassment, supervisors should instruct the complaining employee that anything they say might be reported to the investigating officials. If an employee refuses to discuss unless it is kept confidential, the supervisor should not guarantee such confidentiality. If employee refuses to discuss it further, the supervisor must report it to the Executive Director.

Failure to follow or implement any of the foregoing may be grounds for discipline up to and including termination.

Complaint and Investigation Procedure

1. Initial Complaint

Any employee who believes he/she has been the subject of sexual or other unlawful harassment should report the alleged act immediately to any supervisor, the Director of Human Resources or the Executive Director. Employees are not expected to report harassment to the person they believe is harassing them.

Anonymous complaints of harassment will be taken seriously.

2. Confidentiality and Timeliness

All complaints will be handled in a timely and confidential manner. Anyone involved in a complaint will be instructed not to discuss the subject outside the investigation. Personnel violating confidentiality are subject to immediate discipline. Communications will be made to others only on a "need to know" basis. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of unlawful harassment, and to protect the reputation of any employee wrongfully charged with sexual or other unlawful harassment. The District will endeavor to complete all investigations within thirty (30) days.

3. Nature of Investigation

Investigations of a complaint will normally include conferring with parties involved and any named or apparent witnesses. All persons who participate in such an investigation shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or participating in an investigation.

4. Conclusion of Investigation

If, after a thorough investigation, it is determined that sexual or other harassment has occurred, immediate and appropriate disciplinary action up to and including termination will be taken. Follow-up steps will be taken to ensure that the harassment has stopped or as otherwise appropriate.

5. Retaliation Prohibited

Any employee who reports sexual or other unlawful harassment shall be protected from retaliation of any kind on the basis of their report.

Section10: Responsibility to the Public

All District employees should recognize a fundamental responsibility to serve the citizens of the District. Our job is to make Monroe County a better place to live and to help make it possible for residents and visitors alike to enjoy comfortable outdoor living through effective mosquito control and the prevention of mosquitoborne diseases.

All employees are expected to deal with the public in a courteous and helpful manner. However, under no circumstances are employees to answer questions from the public for which they are not fully informed and qualified to answer. If an employee has the slightest doubt about the information requested, the questioner should be referred to the District Public Education and Information Officer who will provide the requested information.

Section 11: Employee Safety

The District's Safety Policy is presented and prepared to help prevent accidents through adequate planning, training, and supervision of employees. The observance of safety procedures and practices produces greater benefit when they are followed as a regular part of each day's working and living routine.

We strive to maintain a safe working environment for our employees. However, it is the responsibility of each employee to cooperate in promoting safety. Safety rules must be followed at all times. Any safety regulation that is not clear should be discussed with the supervisor. Likewise, any condition observed which may present a safety hazard should be immediately reported to the supervisor.

When bending, lifting, climbing, or moving objects, use the proper technique and equipment. If an item is too heavy, ask for assistance. Do not use equipment in a manner for which it is not designed. Do not climb on items not specifically designed for climbing or which are broken or not secure.

Any injury or accident, no matter how minor, must be reported by phone or by e-mail to the supervisor and copied to the Director of Human Resources immediately. If the injury or accident is of a serious nature and requires medical treatment a formal accident report must be completed.

The following is a summary of some important safety requirements as delineated in the District's Safety Policy.

All employees are responsible for reading and complying with all details of the District Safety Policy:

1. Check all equipment daily.
2. Immediately report any hazardous conditions to the supervisor.
3. Fighting, horseplay, practical jokes, and other dangerous activity will not be tolerated.
4. No violent or illegal activity will be tolerated. No weapons are allowed on District property, including parking areas, except as specifically authorized by law.
5. When operating or riding in a District vehicle, on or off duty, seat belts must be worn and all traffic laws must be obeyed.
6. Texting while operation District vehicle is strictly prohibited.
7. Observe all danger and warning signs.
8. Know or inquire about the proper handling of chemicals, solvents and flammable materials.

It is essential that all employees comply with these requirements as well as all government safety requirements and safety instructions and follow the District's Safety Policy received during

orientation. If any injury occurs on the job due to failure to comply with one of the safety requirements, any workers' compensation benefits may be reduced.

Smoking Policy

The Florida Keys Mosquito Control District is dedicated to providing a healthy, comfortable and productive work environment for our employees. This goal can be achieved only through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking.

Smoking Prohibited Areas

1. All FKMCD Buildings
2. All FKMCD meetings/meeting places
3. All FKMCD vehicles/boats/aircrafts

Designated Smoking Areas:

1. Designated outdoor break areas at office buildings in:
 - a. Big Coppitt
 - b. Marathon
 - c. Key Largo

The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the immediate supervisor or the Director of Human Resources. In all cases, the right of a non-smoker to protect his or her health and comfort will take precedence over an employee's desire to smoke.

Hurricane Preparedness Policy

The District has established a Hurricane Preparedness Plan for all employees to follow. In the event of an approaching storm, all employees are responsible for securing District property and equipment as assigned. Management will make every effort to permit personnel sufficient time to take care of their personal family needs in advance of the storm, although employees are expected to make preparations well in advance so that they will be available to perform assigned work for the District as needed. This plan is designed to protect the District's property while also allowing employees the necessary time to protect their own property and safeguard their families in the event of a hurricane or tropical storm.

Employees may be required to work on a weekend or at night to prepare District property and equipment for a storm. After the storm has passed, all employees will be required to report to work as directed by their supervisors or the Executive Director. The District will endeavor to accommodate employees request for addition leave if the employee suffered storm damage to their primary residence.

Due to the layout of the District, procedures will be different at each station (Big Coppitt, Marathon, and Key Largo). In general, all employees shall follow the guidelines set forth in the Hurricane Protection Plan or by established persons in charge at each station. We are all responsible for certain equipment and also for the general preparation of each work site. In

general, all employees shall follow the guidelines set forth in the Hurricane Protection Plan or by established persons in charge at each station. We are all responsible for certain equipment and also for the general preparation of each site.

Responsibilities

Staff shall be notified by their supervisors of a storm threat. All employees with assigned vehicles are to ensure their vehicles have a completed inspection, all fluid levels are full and the vehicles are completely fueled. They will be stored according to the directions given by the Mechanic Supervisor (Lower Keys Operations Facility), Director of Aerial Operations (Marathon), and Upper Keys Supervisor (Key Largo). All equipment, records and chemicals shall be stored, and secured, as well as complete back up of computers should be completed. All grounds should be secured and windows shuttered or boarded at all facilities. All employees must have correct contact information on file in the event of an evacuation. Any employee who is permitted to evacuate before (or return after), the Executive Director authorizes Administrative Leave, must use Annual leave or Compensatory leave. Leave without pay is authorized only if Annual or Compensatory leave is not available.

District aircraft may be evacuated to assigned areas, at the discretion of the Executive Director. If possible, after the aircraft is evacuated, flight crews will have the option to return to the District to attend to personal family needs at the expense of the District. After the event, flight crews will return aircraft to the District, or move them to other locations.

All employees are required to contact their supervisor, the Director of Operations, or Executive Director within 24 hours after the severe weather threat has passed to learn when to report back to work. Due to the nature of mosquito control, operations must resume as soon as possible following major weather events.

Section 12: Use of District Property

An employee who has been provided District property or equipment such as tools, vehicles, materials, uniforms, etc. is expected to exercise reasonable care in the use and preservation of such equipment and to observe all safety precautions while carrying out the assigned work.

District property shall be used exclusively for the benefit of the District and in accordance with the directives of the supervisors, the Director of Operations or the Executive Director. Personal or other non-District use of District vehicles, materials, supplies, tools or other District property is not permitted without written permission from the employee's supervisor. Violators may result in discharge, prosecution, or other disciplinary action.

All employees must hold a valid and appropriate Florida driver's license or identification card. All employees are required to inform their supervisors of any moving violations, citations and any change in the status of their license within one business day of receipt of citation or notification of any such change in status. Citations, suspensions, or revocation of an employee's license or any other misconduct while operating a motor vehicle may necessitate the demotion or discharge of an employee assigned to the operation of District vehicles or equipment.

Vehicle Take-Home Policy

Application and Purpose

The purpose, spirit and intent of this policy is to state the responsibilities and accountability of the District and each District employee regarding District take-home vehicles, and their usage, operations, maintenance, refueling, and the coordination of these activities. This policy applies to all District take-home vehicles. This policy supports reduced costs, better management of District resources, reduced claims and liabilities and designation of areas of responsibilities and accountability.

Vehicle Identification

All District take-home vehicles covered by this policy are required to have an official identify decal and must be identified as belonging to the Florida Keys Mosquito Control District.

Security

All District take-home vehicles shall be parked in the driveway of an occupied dwelling when not in use. All vehicles must be locked when not in use and all equipment and valuables within the vehicle (whether District or personal) placed in a location where it is out of sight of passersby. Missing vehicles and equipment should be reported immediately to the Police or Sheriff's Department. Please be advised that personal property is not insured for loss or damage by District.

District Responsibilities

1. This FKMCD Take-Home Vehicle Policy must be issued to each employee with take-home vehicle privileges and their receipt of this policy recorded and kept in their employee file.

2. Employees with authorization for take-home vehicle assignment must sign a document acknowledging receipt and understanding of this policy. This receipt document is to be kept in the employee's personnel file. Copies of this policy shall be kept in all District vehicles and distributed to all employees who operate District take-home vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the District insurance letter shall be kept in the vehicle at all times.
3. The District shall establish and maintain a take-home vehicle assignment database.

Take-Home Assignment Criteria

The following are the fundamental take home vehicle assignment criteria as determined by the FKMCD. These are the minimum requirements that must be applied to all take-home assignments.

Take-Home vehicles will only be assigned to full-time District employees who:

1. Have reviewed all District Policies and acknowledge receipt of same;
2. Refrain from the use or influence of alcohol or controlled substances with an exception for approved medications, while operating or within a District vehicle;
3. Refrain from allowing other than the assigned employee from driving the District vehicle;
4. Refrain from driving out of District, except with the express permission of the Executive Director;
5. Do not pass a District facility to reach their assigned work area.

Any exception to the policy must receive the Board of Commissioner's approval on at least an annual basis. The Board of Commissioners considers all assignments to take-home vehicle to be temporary and as such subject to review and revocation at any time by the Board of Commissioners.

Take-Home Vehicle Use

Take-home vehicles are to be used exclusively for the conduct of District business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, and during those times when they could be recalled to work as determined by their supervisor. District vehicles, as a general rule, may not be used to perform personal business. However, in some instances, take-home vehicles may be used to perform minor, personal errands so long as the errands are conducted to and from work, and are brief in nature and not performed during working hours. Any abuse of the take-home vehicle policy in the opinion of the Executive Director is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including termination.

Permanently Assigned Vehicles

Other than the Executive Director and Director of Operations no District vehicle shall be permanently or regularly assigned to any employee to take home unless:

1. The employee has no regular duty station.
2. The employee regularly must drive from their home or to a place other than their duty station prior to reporting to their duty station.

The District may maintain vehicles at each facility which may be signed out to employees on an ad hoc basis by the Mechanic Supervisor or designee, for District related business during the work day.

For the purpose of this section “permanently” shall mean for more than two weeks.

The Executive Director and Director of Operations may grant exceptions to this policy on an as needed basis, subject to board approval at the next board meeting.

This policy shall not apply to spray trucks.

Technology & Information Protection/Acceptable Use Policy

Objective

The objective of this policy is to establish the guidelines, responsibilities and general requirements to protect the District’s technology, critical data and information assets in order to prevent or discourage any intentional or unintentional damage to the District’s assets, make certain that risk to information is minimized and to ensure enough structure to defer deliberate attacks on information assets.

This policy defines the proper use of the District’s technical resources. The term “Technical Resources” includes but is not limited to: desktop and portable computers, electronic devices, smart phones, fax machines, Internet and Intranet access, voice mail, email, portals, and any other communication/technical device or service. This policy applies to all technical resources that are owned or leased by the District, that are used on or accessed from District premises, or that are used for District business. The policy also applies to all activities using any District-paid account subscriptions, or other technical services whether the activities are conducted from District premises, or otherwise.

Scope

This Technology & Information Protection/Acceptable Use Policy applies to all employees and all third parties who are given access to the network (“Users”).

Technology and Information Protection

In order to protect technology assets, it is the policy of the District that individuals whose job function requires or justifies the use of technical resources be provided access. The Executive Director will approve access based on need and will determine which components will be available (desktop computer, laptop, mobile devices, Internet/Intranet, email, voicemail, etc.) It is essential that each User of the District’s technical resources, whether at the District or not, must use resources primarily for District purposes only.

Information Security is the protection of data against accidental or malicious disclosure, modification, or destruction. Information will be protected based on its value, confidentiality, and/or sensitivity to risk of loss or compromise. Only authorized individuals can modify or erase the information.

Password Policy

Password confidentiality is a key control established to maintain the confidentiality of information technology resources. Password confidentiality and automated user identification and authentication procedures, utilized together, reduce the risk of unauthorized access to system resources and data. Each Employee is personally responsible for maintaining the confidentiality of his/her password, and any work performed with it.

The following policy applies to all Employees:

- Sharing of passwords is strictly prohibited.
- Employees should create a password with a minimum length of 6 alphanumeric characters and at least 2 special characters.
- Employees should choose passwords that are easy to remember, but difficult to guess. The employee should not choose words that are in the dictionary or related to one's job or personal life, *e.g.*, a car license plate number, a spouse's name, fragments of an address, proper names, places, technical terms, etc.
- Employees should not construct passwords that are identical to or the reverse of, or substantially similar to their User ID or to passwords they have previously used.
- Passwords should not be written down
- If an Employee believes that the password has been compromised, he/she must immediately advise the Chief Technology Officer.

Electronic Usage

The use of the email system is intended primarily for business purposes. All work related to communications must be done through the District's email system. Usage of personal email applications for work purposes is not permitted. Usage of inappropriate language while using the District's email system is not permitted.

The following policy applies to all employees using the District's email system:

The email system must be used primarily for business reasons:

- All messages are the property of the District. The District reserves the right to review, audit, access, and disclose messages sent or received over its systems. Authorized District representatives may review email communication of all personnel to

determine, among other reasons, whether there have been any breaches of security, violation of policy, or otherwise on the part of anyone. In other words, you have no expectation of privacy in email sent from or received on the District's email system..

- The District reserves the right to use any email messages for its own purposes or disclose any email message to any regulatory bodies or third parties, without any prior notice to any sender or recipient of the messages.
- Sending and forwarding communications via email or any other means that utilizes the technical resources of the District which contains profanity, racial slurs, sexual content, discriminatory comments or that could be considered offensive or derogatory in nature is strictly prohibited.
- No person is permitted to use the email system to deliver a message that is transmitted anonymously or under an alias, to send altered messages to third parties, or to send messages that are harassing or offensive on the basis of race, color, religious beliefs, sex, sexual orientation, national origin, ancestry, age, marital status, disability, mental conditions, veteran status or any other protected category. The sending or forwarding of chain letters is strictly prohibited.
- Employees are prohibited from reading messages delivered to someone else's mailbox without proper authorization.

Internet Access and Usage

Internet access refers to all types of services accessed by the District. The term includes email, World Wide Web access, File Transfer Protocol (FTP) and any other means of communication of a similar nature.

In order to ensure compliance with this policy, District management reserves the right to monitor the use of all employee access to the internet. This will include (without limitations) copying, printing and viewing all files created, edited and stored. In addition, auditing/security software may be used to create records recording employee use.

All District employees using the internet are responsible for ensuring that it is used primarily for District purposes only.

The following policy applies to all employees using the Internet:

- Confidential, proprietary information or any other material that violates Federal, State, or local laws, rules or regulations is not to be transferred outside the District through the internet using any form of service. Employees must comply with any trademark and copyright obligations when using the internet.
- Employee shall not enter into any usage, licensing or other contractual agreement that imposes liability on the District through their use of the Internet.

- Employees shall not use the Internet to promote products, conduct business or transact commerce that is not directly related to District operations.
- Employees are prohibited from downloading or uploading any material other than for approved work purposes. All information downloaded or uploaded from non-District sources via the Internet or any other public network will be considered suspect and must be screened with up to date antivirus detection software.

The District reserves the right to use or release Internet transaction data in order to:

- Ensure compliance with this and other District policies;
- Comply with a request from law enforcement officials or government agencies;
- Comply with a court order or serve of legal process;
- The District retains the right to suspend or terminate Internet service, without notice, if technical risks to the District's systems or network are identified or determined.

Downloading of music, online stock trading, checking movie schedules, watching movies, television or other videos, are distracting to the professional mind and are prohibited.

Instant messaging is prohibited and shall not be loaded on workstations.

Other Responsibilities

The following are other user responsibilities with reference to the use of the District's technical resources:

- Employees shall not access, send receive, download or install any software onto their PCs or laptops without the prior consent of the Chief Technology Officer.
- All software installation must be done exclusively by the District's Chief Technology Officer or designee.
- Disabling, vandalizing, compromising or engaging in "hacking" or related activities to the District's technical resources, to include any attempt to circumvent any system intended to protect the security of another user, is prohibited.
- Employees are strictly prohibited from knowingly accessing, sending, transmitting or receiving any malicious software (malware).
- Employees are prohibited from engaging in any activity restricted by local, state, federal, or international laws.

- Employees may not encrypt or encode any voice mail or email communications or any other files or data stored or exchanged on the District's systems without the prior written permission from the Chief Technology Officer.

Violations

All information that is created, sent, stored or retrieved using the District's technical devices or resources is the property of the District. The District respects the privacy of its employees. However, that privacy does not extend to an Employee's work-related conduct or to the use of District technical resources or supplies. Employees have no right to privacy as to any information or file which is transmitted or stored using District technical resources. Employees should be aware that the District may have in place and may use, at any time, software and systems to monitor and record all use of the District's technical resources. These systems are capable of recording (by User) each transaction conducted. The District reviews User activity logs and will investigate any suspicious findings. Employees should also be aware that, even when a file or message is erased or a visit to an Internet/website is closed, it is still possible to recreate the message and /or locate the website. The District reserves the right to review, accept, monitor, intercept and/or disclose, any file or message that an employee creates, sends to, or received for others through the District's technical resources.

Violations of any portion of the District's Technology and Information Protection/Acceptable Use Policy may result in disciplinary action up to and including termination.

Communication Device Policy

The District will issue a communication device to each employee for work-related communications during the workday. To protect the employee from incurring a tax liability for the personal use of this equipment, such devices are to be used for business purposes only. In extenuating situations, you may briefly use the District device for personal business. Personal devices may be carried by staff during the workday, but use must be kept at a minimum, and never at times and places that would endanger the employee, the public, or District equipment. Employees may not add or delete any application without direct instruction from the IT Department, nor alter settings (GPS tracking, etc.) on the device which decreases the ability of the District to communicate with the employee, or collect operational data. Employees in possession of District communication equipment are expected to protect the equipment from loss, damage or theft. Equipment should remain within the provided case for protection. Report any loss, damage or theft immediately to your supervisor. If repeated incidents occur, employees are subject to disciplinary action, up to and including termination from employment. Upon resignation or termination, or at any time upon request, the employee will be asked to produce the device for return or inspection. Employees unable to present the device in good working order within the time period requested, may be expected to bear the cost of a replacement.

Computer Usage and Internet Policy

The District's computers, network and related equipment and services are to be used for activities which are consistent with the District business. Limited personal use consistent with this policy may be permitted during non-work time.

Employees are prohibited from accessing, transmitting, downloading, uploading and viewing offensive material on District computer, equipment, or network, or through the District's internet access. Examples of offensive materials included, but are not limited to, sexually, culturally or racially offensive materials; obscene, vulgar or profane materials (including sexually-explicit materials); inflammatory or abusive materials; and unlawful materials. If, while utilizing District computers or internet access, an employee encounters unsolicited materials which may violate this policy (such as "pop-ups" advertisements or unsolicited e-mail communications), the employee is obligated to report the incident to the Chief Technology Officer and/or the Director of Human Resources.

District computers and internet access shall not be utilized for unlawful purposes including, but not limited to, copyright infringement, libel, slander, fraud, plagiarism, forgery, impersonation, computer tampering, spreading of computer viruses, and harassment.

District computers and internet access shall not be utilized for any of the following activities.

- Commercial activities
- Religious causes
- Solicitations of any kind
- Gambling
- Dating
- Personal Social Networking
- Political Activities
- Activities not directly related to assigned responsibilities
- Downloading files or software without approval from the District
- Activities which are disruptive of the District's mission or the performance of any employee's assigned responsibilities

All electronic information transmitted, received, accessed or contained on District computers or through the District's internet access is the property of the District. The District shall have the right to view and monitor all internet and computer usage conducted using District computer equipment and/or the District's internet access, including e-mail communications, text and instant messaging. Documents generated in our computers will be saved and a record may be created to record the computer usage even where the user attempts to delete it. E-mail and internet usage, as well as all other computer records, will be inspected by management from time to time to ensure they are being used consistent with this policy. All employees' communication sent or received through District equipment, internet or other facilities are subject to inspection. Employees should have no expectation of privacy in such communications.

Employees who utilize District computers or internet access shall be deemed to consent to this policy. All employees are responsible for complying with the terms of this policy. Employee who fail to abide by the terms of this policy are subject to disciplinary action, up to an including dismissal from employment.

The District recognizes employees may send and receive limited amounts of personal e-mail to or from their District supplied computer. So long as such use does not violate the prohibitions discussed above, limited use which does not interfere with the employee's performance of their duties will not, standing alone, give rise to discipline.

Employees are prohibited from uploading any documents, data or programs of any kind without express advance authorization from the Chief Technology Officer.

Section 13: Holidays

The District will observe the following holidays:

- *New Year's Day – January 1
- Martin Luther King Day – Third Monday of January
- President's Day – Third Monday of February
- Good Friday – Friday before Easter Sunday
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday of September
- Columbus Day – Second Monday of October
- Veteran's Day – November 11
- Thanksgiving Day – Fourth Thursday of November
- Thanksgiving Friday – Fourth Friday of November
- **Christmas Day – December 25

* In years when January 1st (New Year's Day Holiday) falls on a Tuesday, Wednesday, Thursday or Friday, the District will observe a 4 hour workday on December 31st (New Year's Eve)

** In years when December 25th (Christmas Day Holiday) falls on a Tuesday, Wednesday, Thursday or Friday, the District will observe December 24th (Christmas Eve) as a holiday.

Eligibility

Full-time and part-time employees in regularly established positions will be eligible for holiday pay at their regular rate of pay if the employee is on active payroll on the date of the holiday. Employees must be working or on approved leave the entire day before and after a holiday to be compensated for the holiday.

Full-time employees will be paid 8 hours for the District observed holiday.

Part-time employees will be paid 4 hours for the District observed holiday.

Working during Holidays

1. Each employee will observe all designated holidays, unless in the discretion of the Executive Director, discontinuing such work would cause a hardship on the District.
2. In the event that work load in any department does not permit the observance of any designated holiday, all employees required to work, travel or train on said designated holiday will receive 8 hours of holiday pay and receive their regular rate of pay for all time working, traveling and training on the holiday.

2.3. Exempt employees required to work on a designated holiday will not receive additional compensation, however will be permitted to choose another day within the next 30 days as holiday a designated holiday.

3.4. Unless otherwise specified by the Board of Commissioners or the Executive Director, when a holiday falls on Saturday, the preceding Friday will be observed as a holiday; when a holiday falls on Sunday, the following Monday will be observed as holiday.

Holiday during Paid Leave

Employees on approved scheduled leave during periods when designated holidays occur will not have the days of the holiday charged against their accrued leave.

Observance of Religious Holidays

Employees who choose to observe other “holidays” for religious or other reasons must do so by utilizing annual leave.

Holiday hours will be considered hours worked in the calculation of overtime pay.

Section 14: Leave Policies

Sick Leave

Eligibility

Only full-time employees will be allowed to accrue sick leave.

Full-time employees shall earn leave during their initial probationary period but shall not be permitted to take same during the first three months of employment.

Use of Leave

Sick leave may be requested for the following reasons:

1. The employee's personal illness and/or injury.
2. Caring for immediate family members (as defined in the Family and Medical Leave Act)

Approval

The employee must advise his or her immediate supervisor about their anticipated absence as soon as possible but not later than the scheduled reporting time unless prohibited from doing so for reasons determined by management to be beyond control of the employee.

After an employee's 3rd day of absence due to the use of sick leave, an employee must submit a doctor's note confirming a qualifying reason for leave for any further absence beyond this time period. If an acceptable note is not received, additional sick leave will not be paid. Any further absences will be unauthorized and subject employee to disciplinary action up to and including termination.

Accrual of Leave

Full-time [non-exempt and exempt](#) employees accrue leave as follows:

1. Eight (8) hours of sick leave is granted on the anniversary of employee's start date the following month and accrues thereafter at eight (8) hours per month on the same basis. For example, an employee who begins employment on May 15 will accrue 8 hours of sick leave on the 15th of each following month.
2. Employees may accrue, and carry over year to year, an unlimited amount of sick leave.

Payment of Unused Sick Leave

Upon voluntary separation from employment, in compliance with the District's separation of Employee Policy, Section 7, employees shall be entitled to compensation for any earned but unused sick leave as follows:

1. After ten (10) to fifteen (15) years of service, employees shall be entitled to compensation for one half of all unused sick leave or 960 hours, whichever is less, at their straight time hourly rate of compensation at the time of notice.
2. After fifteen (15) or more years of service, employees shall be entitled to compensation for two-thirds of all unused sick leave or 960 hours, whichever is less, at their straight time hourly rate of compensation at the time of notice.

Compensation of sick leave will be paid out within 30 days of the last day of employment.

Employees who fail to comply with the District’s Separation of Employment Policy, shall not receive compensation for their accrued sick leave.

Employees may donate leave to another employee who demonstrates to the satisfaction of the Executive Director a need for donated leave. See Donation of Leave Policy.

Annual Leave

Eligibility

Full-time employees shall be allowed to accrue annual leave.

Full-time employees shall accrue leave during their initial probationary period, but shall not be permitted to take same during the first three months of employment.

Request and Approval

Annual leave must be approved in advance by the employee’s immediate supervisor. Annual leave requests must be submitted in writing to the employee’s immediate supervisor on the District’s leave form.

Time Line

2 Days or less	Leave must be requested	24 Hours in advance
3 Days or more	Leave must be requested	14 Calendar days

Emergency or special leave request will be handled on a case-by-case basis.

Request for annual leave will be honored except when the immediate supervisor determines it would adversely affect the efficient operations of the District. Approval for leave will be completed by the immediate supervisor and secondary supervisor.

Additional approval is required by the Director of Operations or Director of Aerial Operations and the Executive Director under the following conditions:

- Leave greater than 48 hours at any time of the year;
- Leave greater than 24 hours between May 1 – October 1;
- Or any time deemed by the Executive Director or Director of Operations feels would be mission critical.

Accrual

Non-Exempt Employee

Less than 24 Months	Employee Accrues 8 Hours per Month
More than 24 Months	Employee Accrues 10 Hours per Month
More than 180 Months	Employee Accrues 14 Hours per Month

Maximum accrual or carry over is 480 hours. If an employee's leave bank exceeds 480 ~~hours~~ for hours for more than thirty days, all hours over 480 will be forfeited.

Exempt Employees

All exempt employees will accrue 14 hours per month regardless of time in service.

Payment of Unused Annual Leave

An employee shall be entitled to compensation for any earned but unused annual leave upon voluntary separation from employment only if the employee is compliant with the District's "Separation of Employment policy." An employee shall not benefit from this policy if the employee has been involuntary terminated from employment.

Compensation of annual leave will be paid out within 30 days of the last day of employment.

Exempt employees are entitled to 40 hours of ~~annual~~ Exempt leave, on an annual basis, in addition to ~~the annual~~ any leave accrued ~~under this policy~~ the District Leave Policies. However, such additional leave must be used by the end of each calendar year or it will be forfeited. Similarly, it will not be paid out upon separation from employment.

Compensatory Leave

Compensatory Leave is time off with pay in lieu of overtime pay for irregular or occasional overtime worked. Only non-exempt employees are eligible to earn compensatory leave.

No employee may accrue more than 240 hours of compensatory time. Any time over 240 hours must be paid at the employee's overtime rate.

Accrual

Compensatory leave is accrued when the employee exceeds the forty-hour work week and overtime must be approved by the employee's immediate supervisor. Every hour of overtime worked, compensatory time is accrued at 1.5 hours.

Hours of overtime worked	Multiply by	Compensatory time accrued
1	1.5	1.5
5	1.5	7.5

The maximum number of compensatory time that may be accrued is two hundred forty hours. (240). All hours over 240 must be paid out in accordance with District practice.

Approval

Compensatory leave can be utilized by the employee in a number of ways. Leave can be taken with the supervisor’s immediate approval in instances in which leave is unplanned. Planned leave must be approved by the immediate supervisor. Additional approval is required by the Director of Operations or Director of Aerial Operations and the Executive Director under the following conditions:

- Leave greater than 48 hours at any time of the year;
- Leave greater than 24 hours between May 1 – October 1;
- Or any time deemed by the Executive Director or Director of Operations feels would be mission critical.

Usage

The District reserves the right to schedule and require employee to use accrued compensatory time.

Compensatory leave will be charged against the employees leave prior to the utilization of annual leave. However, in the event when an employee has reached the maximum allowable accrued annual leave (480 hours), the employees leave will be charged against their annual leave time.

Administrative Leave

Bereavement Leave

Full time and Part-time (regularly established) employees may be granted time off with pay in the event of a death in the immediate family, at the discretion of the Executive Director.

Full-Time	24 Consecutive Hours
Part-Time	12 Consecutive Hours

If the employee requires extended leave over the time allowed stated above, the employee may request additional time using sick, annual, compensatory, or personal time off, if available.

Bereavement Leave is not used in the calculation of overtime or compensatory time.

If the District authorized holidays or Administrative leave authorized during the bereavement leave, the holiday hours or administrative leave will not be calculated into or be deducted from the bereavement leave.

Immediate family includes spouse, (Step/Grand) children, (Step/Grand) Parents, (Step/Half) siblings, aunt, uncle, niece, nephew, Father/Mother-in-law, Son/Daughter-in-law, Brother/Sister-in-law, Legal Guardians, relatives living in the same household or District recognized Domestic Partner.

There is no time of service requirement for the use of Bereavement Leave.

Bereavement Leave must be used within 60 days of the event of death.

The District reserves the right to request documentation supporting the requested leave.

Jury Duty

If an employee receives a jury summons, the employee must provide a copy of the summons to their supervisor the next business day.

Full-time and Part-time regular established employees, required to be absent from work due to jury duty or necessity to appear in court pursuant to a subpoena shall receive their regular straight time rate for the hours they would normally work (Not to exceed 8 hours on a daily basis), provided such absence does not exceed two weeks. Employees who attend court for only part of a regularly scheduled work day will report to their supervisor when excused or released by the court. The supervisor will advise the employee if she/he is to return to work for the remainder of the day.

To receive pay for Jury Duty, the employee must submit the Jury Summons with their Bi-weekly timesheet.

There is no time service requirement for the use of Jury Duty Leave.

Special Conditions (aka Administrative Leave)

Administrative Leave is authorized by the Executive Director and/or the Board of Commissioners for unforeseen emergencies and/or special circumstances.

Donation of Leave

Each employee is responsible for ensuring that he/she accrues sufficient leave to cover his/her leave needs.

Employees may donate Sick, Compensatory Leave or PTO to another employee who demonstrates to the satisfaction of the Executive Director a need for donated leave.

The District will not request donations of leave from employees on behalf of any employee.

Donated leave will be calculated on a monetary basis.

Example

Jill donates to Jack		
Donation of Hours	Jill's Hourly Rate	Monetary Value
10 hours	10.00	100.00
Jack receives from Jill		
Monetary Value	Jack's Hourly Rate	Donation of Hours
100.00	5.00	20 hours

Any donation of leave request must be submitted to the Director of Human Resources in writing, who will submit to the Executive Director for approval.

It may take one full pay period to process the donation request once approved.

Time and Attendance

To maintain a safe and productive work environment that is respectful of, and fair to, of all employees, the District expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place an unnecessary burden on other employees and on the District. Each District employee is responsible for maintaining a good attendance record. You are expected to report to work on time, observe the District's standards for breaks and lunch, and remain in your assigned area, or at your assigned workstation, until the established quitting time.

Absence: An Absence is any time you are not at work during your scheduled hours, regardless of the reason. However, not all Absences reflect negatively on your record. Only an "Unauthorized Absence" is to reflect negatively.

Unauthorized Absence: one or more unscheduled or unapproved continuous day(s) or partial day(s) of Absence.

- One full day counts as an Unauthorized Absence;
- Portion of a day of absence, including leaving early, counts as ½ of an Unauthorized Absence
- Multiple days taken consecutively count as one Unauthorized Absence. You must submit documentation for absences due to illness of three (3) consecutive work days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence.

All request for the use of sick time received and approved before Noon, for the next day, will be considered scheduled leave.

The District recognizes employees need time off from work, the District provides paid and unpaid time off for a variety of purposes that are not counted as occurrences.

The following Absences will not be counted as an Unauthorized Absence.

1. Approved Vacation time
2. Approved Compensatory time
3. Bereavement Leave (advance notification to your supervisor is required, when possible)
4. Jury duty/Subpoenaed court appearances (court provided document and advance notification to your supervisor is required)
5. Military leave
6. Workers' Compensation time
7. Scheduled and approved Sick time (i.e. surgery, scheduled doctors' appointments, Family Doctor Appointments): Scheduled and approved before noon the day before.
8. Designated and documented leave under federal family & medical leave acts or any other leave program established by the District.

Excessive Absence

6 or more Unauthorized Absences occurrences during a 12-month floating period are considered excessive and may subject the employee to the District’s Corrective Action Procedures. Continued failure to meet attendance expectations after the initial corrective action may lead to further, progressive steps up to termination of employment.

Unauthorized Absences within a 12 Month Floating Window		Conducted by
6 Unauthorized Absences	Informal Conversation	Direct Supervisor
9 Unauthorized Absences	Initial Warning	Direct Supervisor
10 Unauthorized Absences	Written Warning	Direct Supervisor
11 Unauthorized Absences	Written Warning	Next Level Supervisor
12 Unauthorized Absences	Suspension	Executive Director
13 Unauthorized Absences	Termination	Executive Director

Notification of Supervisor

When an employee cannot avoid being late to work or is unable to work as scheduled, the employee is expected to notify the supervisor as soon as possible in advance of the anticipated tardiness or absence, but no-later-than the scheduled report time. Each Area Supervisor may establish specific communication requirements that are based on operational needs. Any employee who will be late or experience an Unauthorized Absence is still responsible for notifying their supervisor as soon as possible. Failure to report to work or reporting late to work without contacting the District may result in corrective action, and failure to report to work for three (3) consecutive scheduled workdays without contacting the District is considered a voluntary resignation.

FMLA

Employees who wish to take Family Medical Leave should contact the Director of Human Resources to determine if they are eligible for Family and Medical Leave and if so, to obtain necessary documentation and make arrangements for their leave.

1. Eligibility and Reasons: Employees who have worked for the District at least twelve (12) months and at least 1,250 hours during the preceding twelve (12) months are considered eligible for FMLA leave. Eligible employees may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the following reasons:
 - a. The birth of a child of the employee and to care for that child
 - b. The placement of a child with an employee for adoption or foster care and to care for the newly placed child (entitlement to leave for birth, placement for adoption foster care of a son or daughter expires from the birth or placement of the child.);
 - c. In order to care for the employee’s spouse, son, daughter or parent who has a serious health condition;
 - d. A serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

- e. To care for a spouse, son, daughter, parent or next of kin who is a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. (up to 26 weeks)
- f. Because of a qualifying exigency (as defined below) arising out of the fact that the employee's spouse, child (of any age) or parent is retired or a reservist member of the military on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed forces.

The twelve (12) month period in which eligible employees may take leave is a rolling twelve month period measured backward from the date an employee uses any FMLA leave.

2. Definitions:

- a. The term "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. Eligible employees in this circumstance may be eligible to take up twenty-six (26) weeks of leave during a single twelve (12) month period.
- b. Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in place of a parent, who is (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.
- c. "Next of kin" means the closest blood relative of the eligible employee.
- d. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
 - i. In-patient care (i.e. an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity) for the purposes of this policy, defined to mean the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from or any subsequent treatment in connection with in-patient care; or;
 - ii. Continuing treatment by a health care provider as defined under applicable U.S. Department of Labor Rules (DOL rules)
- e. A "qualifying exigency" includes leave taken for any of the following reasons:
 - i. To address any issue resulting from an impending call to active duty deployment of less than seven days' notice;
 - ii. To attend military events and related activities (such as a military ceremony, briefing, family support program, etc.)

- iii. To make arrangements relating to childcare and school activities
 - iv. To make financial and legal arrangements;
 - v. To attend counseling;
 - vi. To spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during the period of deployment
 - vii. To attend post deployment activities (such as a military ceremony, event, reintegration briefing, etc.)
 - viii. To care for military members parents incapable of self-care and;
 - ix. Any other exigency agreed upon by the District and employee.
3. Intermittent Leave: In the case of unpaid leave for a serious health condition, the leave may be taken intermittently or on a reduced hour basis, only if such leave is medically necessary. If intermittent or reduced hours leave is required, the District may in its sole discretion temporarily transfer the employee to another job for which the employee is qualified with equivalent pay and benefits that better accommodates that type of leave. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced scheduled leave.
4. Verification: The District will require that an employee's leave to care for the employee's seriously ill spouse, son, daughter, parent or next of kin in the event of leave to care for a seriously ill or injured member of the Armed Forces or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of employee's position, be supported by a certification issued by the health care provider of the employee or the employee's ill family member.

In accordance with DOL rules, the District may request, at the District's expense, a second or third health care provider's opinion for leave taken because of a serious health condition. The District may also require subsequent recertification from the employee's health care provider on a reasonable basis, in accordance with DOL rules, which normally will not be more than thirty (30) days.

5. Children: In the case of unpaid leave for the birth or placement of a child, or foster care, intermittent leave or working a reduced number of hours is not permitted unless both the District and employee agree. (Note: It is possible that a mother or newborn child will have a serious health condition connected with childbirth. In this case, District consent is not required.)
6. Spouse:
- a. If both spouses work for the District, the combined leave shall not exceed twelve (12) weeks in twelve (12) month period if the leave is taken:
 - i. For birth of the employee's son or daughter or to care for the child after birth;
 - ii. For the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement;
 - iii. To care for the employee's parent with a serious health condition.
 - b. If both spouses work for the District, the combined leave shall not exceed twenty-six weeks in a single twelve month period if the leave is:

- i. To care for a spouse, son, daughter, parent or next of kin who is member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
 - ii. A combination of leave under sub section (6) (b) (i) above and any other FMLA-qualifying leave. However, any leave taken for reasons other than those listed in sub section (6)(b) is limited to twelve (12) weeks, regardless of whether it is combined with any amount of leave to care for a spouse, son, daughter, parent or next of kin who is a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment recuperation, or otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
7. Health Insurance Premiums:
 - a. During family leaves of absence, the District will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay his or her share of the premiums.
 - b. Should the employee fail to continue to pay his or her share of the premium, notices of proposed insurance cancellation and the opportunity to pay the premium will be provided before the cancellation.
 - c. Employees will be advised well in advance of any changes in premiums so they will have ample opportunity to make arrangements to continue to pay their share of the premiums during the Family Medical Leave.
 - d. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the District for its portion of health insurance premiums during the family leave as permitted by law, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his or her job or circumstances beyond the control of the employee. To avoid required reimbursement, appropriate certification from a health care provider may be required if the employee does not return to work because of a serious health condition.
8. Accrual: During leave, the FMLA does not require accrual of employment benefits, such as vacation pay, sick days, seniority, etc. Accordingly, during FMLA leave, accrual of benefits and seniority shall be on the same basis as for any other unpaid leave of absence. Pension benefits will be determined in accordance with DOL rules. Employment benefits to which an employee may be entitled on the day on which the FMLA leave begins will not be lost because of such leave, except for those paid leave days substituted for leave taken under this policy as described below. Upon return from FMLA leave, employees are entitled to any changes in benefit plans not dependent upon seniority or accrual during the leave period.

Employees will not be disqualified from bonuses based upon attendance or safety for which they qualified prior to taking of FMLA leave.

9. Relationship to Paid Leave:
 - a. Employees may elect or may be required to substitute accrued paid leave for an equivalent portion of FMLA leave. When paid leave is substituted for unpaid FMLA leave, the employee will be notified of the designation when the leave begins.
 - b. Under paragraph (a) above, paid leave and the FMLA leave will run concurrently. However, to the extent the does not provide paid sick/medical or family leave for a condition covered by the FMLA, neither this policy nor the FMLA entitles the employee to paid leave.
 - c. Leave covered by workers' compensation by the District will run concurrently with FMLA leave when the reason for the leave is covered by the FMLA; however, the District will not require nor will it allow the use of a paid leave under subparagraphs a or b above at the same time as leave under workers compensations.
10. Return from FMLA leave: With the exception of certain key employees, those who return to work from family medical leave of absence on the business day following the expiration of the leave are entitled to return to their job or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Designation of key employee status and whether such status will affect the employee's right to reinstatement will be made at the time employee requests leave, or at the commencement of leave whichever is earlier or as soon as practicable thereafter if such determinations cannot be made at that time.
11. Application: Applications by the employee for family medical leave must be submitted in writing at least thirty (30) days before the leave is to begin, if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for serious health condition of the employee or of a family member. If thirty (30) day notice is not practicable, due to lack of knowledge regarding when leave will begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.
12. Counting FMLA Leave: To the extent allowed by law, in the event an absence is for a reason covered by the FMLA, the District reserves the right to count it as family medical leave, whether the employee has applied for it or not. When this occurs, the employee will be promptly notified as required by law.
13. Coordination: Absences due to sickness or injury that are also covered by the FMLA, whether paid or unpaid, including absences for work-related sickness or injury, will be considered as FMLA leave.
14. Employee Obligations: During FMLA leave, employees must periodically report on their medical status and intent to return to work. Upon taking such leave, the employee will be advised of the reporting requirements. When the employee gives unequivocal notice of his/her intent not to return to work, the employment relationship will be terminated, and

the employee's entitlement to continued leave, maintenance of health benefits, (subject to COBRA requirements), and reemployment will cease.

15. Medical Evidence Upon Return To Work: Except during the course of approved intermittent leave, all employees of the District whose FMLA leave was taken due to the employee's own serious health condition must obtain and present certification from the employee's health care provider that the employee is able to resume work before the employee will be allowed to return to work. The District will consider any reasonable accommodations to an ongoing condition as required by law.
16. Failure to Cooperate: If an employee fails to provide required information to the District, the employee may have his or her leave delayed and be subject to discipline, up to and including discharge, as permitted by law.

Domestic Violence Leave

As set forth in this policy, and more fully in Florida Statute 741.313, the District will provide eligible employees with up to three (3) working days of unpaid leave in a 12-month period for domestic violence-related reasons.

In calculating the 12-month period under this policy, the District uses a "rolling, backward-looking" method. Under this method, a rolling twelve month period is measured backward from the date the employee uses any leave under this policy, such that each time an employee takes leave under this policy the remaining leave entitlement would be any balance of the 3 days' of leave which has not been used during the immediately preceding 12 months.

Eligible Employees

To be eligible for leave under this policy, the employee must have been employed by the District for at least three months.

Circumstances Where Domestic Violence-Related Leave is Available

Leave may be taken under the terms of this policy if the employee or a family or household member of the employee is a victim of domestic violence and the leave is necessary to:

Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;

Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;

Obtain services from a victim-services organization including, but not limited to, a domestic violence shelter or program or a rape crisis center as result of the act of domestic violence;

Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or

Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Exhaustion of Paid Leave Required

Prior to receiving leave under this policy, the employee must apply any unpaid leave or have exhausted any available paid leave.

Notice and Supporting Documentation Required

Except in cases of imminent danger to the health or safety of the employee or a family or household member, appropriate advance notice of the need for leave is required. Where advance notice is possible, the employee is required to provide notice to the District as soon as the need for leave becomes known. Where advance notice is not possible due to the imminent danger to the health or safety of the employee or a family or household member, the employee must inform the District that the leave was taken pursuant to this policy and bring supporting documentation as soon as he or she returns to work.

If leave is foreseeable, documentation supporting the need for the leave under this policy must be submitted with the request for leave. In cases of imminent danger to the safety of the employee or a family or household member, supporting documentation must be submitted as soon as the employee returns to work.

Confidentiality and Prohibition of Retaliation

All information relating to leave under this policy shall be considered confidential and will not be disclosed to any other individuals unless required for legitimate business or otherwise compelled by law.

Leave taken or requested under this policy will not result in any adverse action against the employee. Employees who believe they have been subjected to retaliation as a result of leave taken or requested under this policy must initiate a complaint in the same manner as required by the Company's unlawful harassment and discrimination complaint procedure.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA), 38 USC 4301-4333. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military leave is unpaid. However, employees may use any available annual leave ~~vacation time~~ for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on

longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits, including pay increases, based on length of service.

Contact the Director of Human Resources for more information or questions about military leave or see <https://www.dol.gov/agencies/vets/programs/userra>.

Personal Time Off (PTO)

Eligibility:

Only part-time employees in regularly established positions¹ will be allowed to accrue PTO.

Part-time employees in regularly established positions shall earn PTO during their initial probationary period, but shall not be permitted to take the same during the first 3 months of employment unless authorized by the Executive Director or designee.

Approval:

PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency.

Leave requests of 3 days or less must be requested 24 hours in advance and approved by the employee's direct supervisor.

Leave requests in excess of 3 days must be requested 14 calendar days in advance and be approved by the employee's direct supervisor and secondary supervisor.

PTO must be used in increments of 15 mins.

Accrual:

Part-time employees in regularly established positions will accrue 4 hours per month.

PTO is earned on a monthly basis and credited to an employee's PTO bank on the first day of the month following the month in which PTO was earned.

¹ As defined by the FRS employer handbook, Chapter 1, Part 2, pages 7-8.

“A regularly established position in a local agency (county agency, District school board, community college, or a participating city, special District, metropolitan planning District or charter school), other than a water management District operating pursuant to Chapter 373, is an employment position that will be in existence beyond six consecutive calendar months. The expected length of the position's existence, not the length of time an employee is anticipated to fill the position, determines membership in the FRS.”

Maximum annual accrual is 48 hours.

The maximum number of PTO hours that may be accrued is 240 hours.

Payment of Unused PTO Leave:

Part-time employees in regularly established positions shall be entitled to compensation for any earned but unused PTO upon voluntary separation from employment.

Part-time employees in regularly established positions who have been terminated from employment with cause or are not in compliance with the District's "Separation of Employment" policy will not be compensated for unused PTO.

Section 15: Performance Evaluations

The following procedures shall be followed in evaluating the performance of all employees on an impartial basis, using standard evaluation forms.

Purpose

Employee performance evaluations will be used for, but not limited to, the following purposes:

1. To inform the employee of strong and weak points in performance, as well as training needs and improvements expected.
2. To recognize the employee's achievements and potential for promotion.
3. To determine the employee's eligibility for permanent status and merit increases.
4. As a basis for taking disciplinary action against the employee.

Procedure

1. Each employee will have his/her performance evaluated on a periodic basis as follows:
 - a. Performance evaluations will be made by the employee's immediate supervisor and/or the Executive Director. The Executive Director will review the rating and may attach any written comments deemed appropriate concerning the evaluation.
 - b. Each new hire performance will receive a merit evaluation as follows:
 - i. If a new hire commences employment before July 1, the employee will receive an evaluation on March 1st, as a regular employee and be eligible to participate in a salary increase, if available, as any regular employee. However, a new hire is still a probationary employee even if evaluated prior to completing his/her probationary period.
 - ii. If a new hire commences employment on or after July 1, the employee will be evaluated upon completion of one (1) year of service, and be eligible to participate in a salary increase if available at that time.
 - c. In addition to merit evaluation as provided in paragraph C, employee performance will be evaluated annually after successful completion of the probationary period; however, an immediate supervisor or the Executive Director may initiate an evaluation at any time deemed appropriate.
 - d. Each employee will sign the evaluation form indicating that he/she has reviewed the evaluation and if he/she disagrees with the evaluation he/she has the right to prepare a written response which will be attached to the evaluation.
2. If an employee receives a "Does Not Meet Standards" rating in any category, the immediate supervisor may consult with the employee in an effort to assist him/her in improving job performance, if the supervisor determines the potential for improvement exists. If retrained by the District, the employee will have her/his performance re-evaluated in any category deemed marginal or below every thirty (30) days thereafter until:

- a. Her or his performance has improved and is evaluated as at least “Meets Standards”; or
 - b. Ninety (90) days have lapsed with the employee receiving a rating of at least “Meets Standards.” In such cases, appropriate action shall be taken.
3. After a rating has been finalized at all levels, the results of performance rating will be discussed with the employee and, upon request, he/she will be furnished a copy of the completed rating, as well as any pertinent written material.
4. If an employee receives an overall evaluation rating of “Does Not Meet Standards,” the direct supervisor of the employee will be required to submit a remedial training plan to the Executive Director to assist the employee to correct their overall deficiencies.
 - a. Once the remedial plan has been approved by the Director, the supervisor will implement the training and re-evaluate the employee at the end of ninety (90) days.
 - b. If at the end of ninety (90) days the employee has not reached a rating of “Meets Standards” appropriate action shall be taken.

Section 16: Employee Benefits

Educational Assistance Program

Subject to availability of funds, the Florida Keys Mosquito Control District, may reimburse an employee up to a maximum of \$10,000* per fiscal year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities within the District, including Pilot Training Programs.

An employee must secure a passing grade in which credit is earned with a “C” or better. Expenses must be validated by receipts and a copy of the transcript recording a passing grade. Reimbursable expenses will be limited to the cost of tuition, books, and related study material.

Eligibility

Only full-time, regular employees who have successfully completed the probationary period are eligible to participate in the program. Applications will be considered by the Executive Director based upon the benefit to the District.

Procedures

Prior to enrolling in an educational program, the employee must complete an application and submit the form to the employee’s supervisor.

Employees must submit applications annually and they must be received by the end of the first business day of the fiscal year.

Employees with prior approved applications (e.g. currently enrolled in an approved program) will receive preference in the allocation of assistance.

PhD and Doctorate programs must be approved by the Board of Commissioners.

Transportation

The District may provide a District vehicle for transportation to and from approved courses within Monroe County. The use of a District vehicle for travel outside Monroe County is not approved unless it is in conjunction with District business. There will be no reimbursement for mileage or fuel expenses.

The employee will be required to use annual or compensatory leave to attend required courses (which includes lectures or presentations) that occur during normal business hours of the District. If paid leave is unavailable, leave without pay may be authorized.

Termination of Employment/Repayment Section

If an employee terminates employment, voluntarily or involuntarily, all funds must be reimbursed up to the full cost paid on their behalf by the District according to the following:

Pilot Training	2 Years
Bachelors	3 Years
Masters	4 Years
PhD/Doctorate Programs	5 Years

Reimbursement to the District may be accomplished by deducting reimbursement due from an employee’s final paycheck up to the applicable minimum wage. In accordance with Internal Revenue Service (IRS) requirements, financial assistance provided employees under the Educational Assistance Program constitutes taxable income and, as such, is subject to withholding taxes and reporting as taxable income to the IRS.

If the District incurred any expenses and an employee dropped out or did not complete the course, the employee will be required to reimburse the District for expenses incurred.

*Provided the funds are allocated and approved through the annual budgetary process.

Employee of the Quarter Program

Purpose

To provide periodic District-wide recognition for exceptional service.

Eligibility

All full-time employees who have successfully completed their probationary period.

Employee of the Quarter Award

The Employee of the Quarter will receive \$100.00, a personal plaque, and a paid day off during the ensuing three (3) months. He/she will have his/her name engraved on the plaque which will be displayed at the District office. The award will be presented by the Board Chair, or the Executive Director, at the next District Board of Commissioners meeting.

Nominations

Any employee may make a nomination for Employee of the Quarter. Each nomination must be submitted by the last day of the quarter and must include reasons why the nominee deserves the award. An employee is eligible to receive the award once per year and are restricted from nominating themselves.

Criteria for Selection

Selection of Employee of the Quarter will be based on several considerations, including, but not limited to, exceptional performance or achievement, daily performance or achievement, attitude, loyal service to Florida Keys Mosquito Control District, attendance, safety record, ability to work well with others, and contributions to better public relations. These criteria are not all

encompassing but will serve as a basis for discussion and decision making by the Selection Committee.

Selection

During the quarterly supervisor meeting, each nomination will be reviewed. When reviewing each nomination, the above criteria will be used in selecting the Employee of the Quarter. In the event a there is a tie or if during the meeting a decision can't be made, the Executive Director, or designee, will select the employee of the quarter from the nominations.

Travel Reimbursement

In-District Travel

All In-District travel expenses (Per Diem) will be reimbursed on a monthly basis.

Reimbursement vouchers for Per Diem must be turned in by the 15th of each month, except in September when all vouchers must be received by the 30th to close out the fiscal year.

Field personnel working outside of their designated areas are entitled to Per Diem based on the Per Diem Policy in this Section. Each area and home base is outlined below:

Lower Keys Base	Key West to 7 Mile Bridge
Middle Keys Base	7 Mile Bridge to Tea Table Relief Channel (MM80)
Upper Keys Base	Mile Marker 80 to Ocean Reef

Personnel involved in helicopter operations and/or assisting the Public Relations/Biologist during festivals are entitled to reimbursement including Per Diem based on the Per Diem Policy in this Section.

Out of District Travel

The District reserves the right to require Employees to operate District vehicles for required travel. Any traveler employed by the District shall be entitled to a mileage allowance at a fixed rate of \$.555* per mile or the common carrier fare for such travel as determined by the Executive Director of the District or their designee, when use of their personal vehicle is approved.

Every effort must be made to travel in a District vehicle while on official District business and the use of a personal vehicle must be approved by the Executive Director in advance and the distance will be determined on a case by case basis.

Travelers are also entitled to Per Diem.

*At such time the IRS modifies these rates, the rates in this section shall automatically be modified to be consistent with the Internal Revenue Service modifications.

For additional information, see Resolution 2003-06 of the Florida Keys Mosquito Control District, Adopting the Per Diem and Travel Expense Rates Pursuant to Section 112.061(14), Florida Statutes.

Travel Time

Employees traveling for conferences, workshops, trainings, lectures, or meetings during regular scheduled work hours will be paid for such travel time and such travel time will be considered hours worked.

Per Diem

All travelers employed by FKMCD shall be allowed the following amounts for subsistence while on official District business:

Breakfast <i>When travel begins before 6 am and extends beyond 8 am</i>	\$10.00
Lunch <i>When travel begins before 12 noon and extends beyond 2 pm</i>	\$15.00
Dinner <i>When travel begins before 6 pm and extends beyond 8pm, or when travel occurs during night-time hours due to special assignment approved by the Executive Director.</i>	\$30.00

Employees who manipulate their schedules to qualify for subsistence payments un-necessarily, will be subject to disciplinary action, up to and including termination.

*At such time the IRS modifies these rates, the rates in this section shall automatically be modified to be consistent with the Internal Revenue Service modifications.

For additional information see Resolution 2003-06 of the Florida Keys Mosquito Control District, Adopting the Per Diem and Travel Expense Rates Pursuant to Section 112.061(14), Florida Statutes.

Service Milestone Program

Purpose

To provide periodic District-wide recognition for dedicated years of service.

Eligibility

All full time employees

Service Milestone Awards

Eligible employees will receive administrative leave in increments of two (2) hours, not to exceed eight (8) hours for years of service in five (5) year increments. See the following for clarification:

5 Years of Service	2 Hours of Administrative Leave
10 Years of Service	4 Hours of Administrative Leave
15 Years of Service	6 Hours of Administrative Leave
20 Years of Service	8 Hours of Administrative Leave
25 Years of Service	8 Hours of Administrative Leave

Criteria

1. Eligibility begins on the date of employment as a full-time employee, and is suspended should the employee no longer meet that status.
 - a. In cases where an employee accrues years of service as a full-time employee, then becomes part-time for a period of time, before returning to full-time status, only those years of full-time status will count towards years of service for milestone awards.
2. Administrative leave will be accrued on each five (5) year anniversary date.
3. Administrative leave can be used through the correct leave approval process and should be used prior to use of compensatory or annual leave.
4. All administrative leave is non-transferable.
5. Upon separation, should an employee have unused hours of Service Milestone administrative leave, the employee will not be compensated for said unused leave.

Section 17: Uniform Policy

Uniform Policy

Shirts and Pants

The following positions are required to wear Florida Keys Mosquito Control District (FKMCD) uniform shirts and pants provided by the District: Field Inspector, Surveillance Technician, Director of Research, Research Entomologist and Biologist, Public Education and Information Officer, Area Supervisor, Safety Coordinator and all maintenance and mechanic technician positions. Pilots and part-time spray vehicle operators are required to wear FKMCD uniform shirts provided by the District while conducting District operations. Failure to wear a required uniform will result in the employee being sent home to change. Employees will not be paid for such time.

Employees required to wear uniforms may wear no other pants or shirts of any kind while on duty, unless authorized by the District.

Office staff, the Director of Operations and the Director of Aerial Operations may receive uniform shirts annually as per current budgetary allocations.

Uniforms will be provided to employees upon hire, at no cost to the employee. Employees, with the exception of maintenance and mechanic technicians, have the option to purchase approved uniform pants and will be reimbursed by the District up to the appropriated amount. Replacement uniforms will be purchased by the District annually as per current budgetary allocations. Initially, each employee will elect the uniform type in conformance with the requirements outlined above. The number of pants and shirts initially issued will be determined by the amount budgeted each fiscal year per employee. Uniforms will be replaced by the District annually each January for employees hired prior to the past to June 30 of the previous year. If reimbursement is required for the employee's purchase of uniform pants, all receipts must be given to the Supervisor no later than the first week of February for reimbursement to those employees hired prior to the past June 30 of the previous year.

Employees will be personally responsible for laundering and caring for their uniforms. Maintenance and mechanic technician's uniforms are supplied by a uniform supply & care company. Damaged uniforms will be evaluated on a case-by-case basis to determine if the uniform needs to be replaced. The District will not replace lost or stolen uniforms.

Uniforms are required to be returned upon termination. Former employees are forbidden from wearing any part of these uniforms that may imply they are still in the employ of the District.

Boots

The purpose of this program is to set a uniform plan for footwear for the following positions: Field Inspector, Surveillance Technician, Director of Research, Research Entomologist and Biologist, Public Education and Information Officer, Area Supervisor, Safety Coordinator, Director of Operations, Director of Aerial Operations and all maintenance and mechanic

technician positions. Due to the differing work habitats this policy is somewhat broad in scope but will set a minimum standard. Maximum reimbursement will be limited to \$150.00 and two (2) pair per year and will be available only during the months of January and February, with a valid receipt showing purchase. Reimbursement approval will be up to the employee's immediate supervisor to confirm compliance.

All new hires will have 60 days from the date of hire to turn in receipts for reimbursement.

As per 29 CFR 1910.136 (Code of Federal Regulations)

1910.136(a)

General requirements: The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as static discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

1910.136(b)

Criteria for protective footwear.

1910.136(b) (1)

Protective footwear must comply with any of the following consensus standards:

191.136(b) (1) (i)

ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," which are incorporated by reference in § 1910.6;

1910.136(b) (1) (iii)

ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6; or

1910.136(b) (1) (iii)

ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6.

1910.136(b) (2)

Protective footwear that the employer demonstrates is at least as effective as protective footwear that is constructed in accordance with one of the above consensus standards will be deemed to be in compliance with the requirements of this section.

Section 18: Standards of Conduct

Intention

It is the intention of the District's Board of Commissioners that effective supervision and employee relations will avoid most matters which necessitate disciplinary action. The purpose of rules and disciplinary action for violating such rules is not intended to restrict the rights of anyone but to ensure the rights of all and to secure cooperation and orderliness throughout the District. For minor, non-serious offenses, the administration of discipline will be characterized as constructive, corrective, and progressive.

Responsibility for Administration

It shall be the responsibility of the Executive Director of the District, in cooperation with supervisory staff, to assure that disciplinary action is fair and consistent throughout the District.

Examples of Acts or Omissions that Violate District Standards of Conduct

For the protection of the District and each employee, the District has adopted a standard of conduct marked by professionalism, courtesy, honesty, and efficiency. Provided below are examples of acts and omissions which violate the District's standard of conduct. The list is not exclusive. Engaging in any of the conduct below, or other acts or omissions deemed by the District to be detrimental to the Employer/Employee relationship will result in appropriate disciplinary action, which may include discharge for the first offense, depending upon the seriousness of the offense.

1. Failure to comply with law or regulations issued by Monroe County, the State of Florida and/or the U.S. Government or these policies and procedures.
2. Insubordination (failure, or unreasonable delay, in carrying out instructions given by the supervisor, acts of disrespect to supervisory personnel or management).
3. Dissemination of sensitive information: The willful and reckless dissemination of sensitive personal information about District employees to other individuals, unless specifically authorized by the Executive Director.
4. Misconduct: Fighting, inflicting bodily harm, or attempting to inflict bodily harm on another person, gambling, dangerous horseplay, being under the influence of, or possessing illegal drugs or alcoholic beverages, smoking in restricted areas, any violent act, or language which adversely affects morale, production, or maintenance of discipline, rudeness or acts of disrespect towards members of the public or other coworkers.
5. Criminal, dishonest, infamous, or notoriously disgraceful conduct adversely affecting the employer/employee relationship (on or off duty).
6. Conviction of, plea of guilty to, or plea of no contest to any felony, misdemeanor, or ordinance violation. For purposes of these rules 'conviction' shall include cases in which adjudication of guilt is withheld.

7. Theft or pilfering: Possessing, taking, removing, destroying, using, or tampering with District property without proper authorization.
8. Fraud or Dishonesty: Falsification of attendance or other District records or failure to give complete information for personnel records, making false statements, either oral or written about the District, other employees, supervision, oneself, or work situation.
9. Absenteeism: Unauthorized absences from work or failure to return to work promptly upon expiration of leave or vacation. Unauthorized absence on one or more scheduled work days. Unexcused absences, even if caused by a legitimate illness, seriously impair the District's operations, and such absences may be grounds for separation.
10. Habitual Tardiness: Failure to be present for the start of work shifts or when work assignments are issued.
11. Leaving Assigned Work Area: Except for emergency reasons or with the supervisor's approval, employees are not to leave their assigned work areas.
12. Abuse of District Policies and Procedures: Misuse or abuse of District policies such as vacation, leave of absence, excused absence, sick leave, or any other District rule, regulation, policy or procedure.
13. Safety Violations: Unauthorized possession and/or use of weapons, ammunition, or explosives, except where permitted by law. Failure to observe general safety practices and regulations. Neglect in the safety of others or the committing of unsafe acts in the use and care of District property.
14. Illegal Driving: Driving private or District vehicles while on District business when not possessing a valid driver's license or liability insurance. Employees must inform their Supervisor within one business day of actual receipt of notice of any change to his/her driver's license status (suspension, DUI, etc., or of receiving any moving violation.)
15. Misuse of District Vehicle: Personal use of District vehicle without prior authorization, in accordance with the Florida Keys Mosquito Control District Policy regarding Take Home Vehicles. This includes the hauling of family members and others who are not on District business.
16. Destruction of Property: Willful or malicious destruction of District property. Damage of property by failing to use proper equipment, care, and good judgment.
17. Incompetence: The inability or failure to perform work of an acceptable standard after a reasonable trial and training period.
18. Discrimination in Employment: Discriminating against an employee or an applicant for employment because of race, color, ancestry, marital or familial

status, national origin, gender identity or expression, sex, religion, sexual orientation, disability, age, genetic information or other protected category, as defined in municipal, State and Federal Laws.

19. Acceptance of unauthorized compensation from which it could be inferred that the giver expected or hoped for preferred or favorable treatment in an official or departmental matter.
20. Misuse of Time: Sleeping or other acts of inattention or neglect of duty. Sale or solicitation of articles or services for any cause or organization on District time or in the workplace. Distribution or posting of literature, canvassing, polling or petition for any cause or organization during work time or in the work place, as outlined in the Hatch Act. Please see Appendix I for Hatch Act.
21. Generation and dissemination of erroneous information to other District employees which may contribute to situations that adversely affect morale.
22. Refusal to fully and truthfully cooperate in an investigation conducted by or at the direction of the District.
23. Misfeasance: The doing of a lawful act in an unlawful or improper manner so that there is an infringement on the rights of another.

Employee Interaction with Commissioners and Candidates

The District's governing body is the Board of Commissioners. The Executive Director reports directly to the Board of Commissioners. From time to time in the course of District business, the Board of Commissioners or an individual Commissioner may make reasonable requests to staff related to District business. These requests are to be made through the Executive Director or his/her designee.

Official and/or potential candidates for a position on the District's Board of Commissioners seeking information concerning District affairs shall be permitted to meet with the District's Executive Director for up to an hour each election cycle. In the event a District employee is approached by a candidate for a Board position during working hours for the purpose of soliciting information or discussing District affairs, the District employee shall refer the candidate to the Executive Director. Requests for public records shall be handled by the record retention officer pursuant to established District procedures under Chapter 119 Florida Statutes.

For more information concerning political activities permitted or prohibited by District employees please refer to Appendix I – "Hatch Act State and Local Employees" in the District's personnel manual.

Offenses

In the event an employee is charged with any crime or other offense, the Executive Director, at his or her option, may elect to take disciplinary action based upon the employee's conduct underlying the arrest or citation or the Executive Director may elect to wait until resolution of the charges prior to deciding whether to proceed with disciplinary action.

If the Executive Director elects to wait until the resolution of the charges prior to deciding upon disciplinary action, the employee may be placed on unpaid leave, with no expectation of back pay being paid, regardless of whether disciplinary action is imposed or not.

If the Executive Director elects to wait until the resolution of the charges prior to deciding upon disciplinary action, the Executive Director shall not be bound by the outcome of the action but may take it into consideration.

Employees arrested or cited for any crime or offense, other than parking violations in their personal vehicles during non-working hours, are obligated to report it to their supervisor no later than their next scheduled shift.

Disciplinary Actions

Disciplinary actions are a means of holding employees accountable for an act or omission, which is regarded as injurious to the employer/employee relationship and a violation of the District's standard of employment. The act may be relatively minor or quite serious. Serious acts may warrant discharge, even for the first offense. All employees should be made aware that a system of discipline exists for the benefit of all and will be administered without favor for the sake of orderliness and proper compliance with reasonable rules and regulations pertaining to conduct and the performance of work.

There is no mechanical formula for the application of discipline. Each instance of misconduct or deficiency will be viewed and judged individually.

When it is necessary that disciplinary action be taken, the degree of action shall be based on the following considerations:

1. There may be situations where the employee's conduct is so egregious that the most severe discipline is warranted, including immediate termination, without a previous history of such behavior or other discipline.
2. For Minor offenses:
 - a. Discharge will ordinarily be resorted to only when sufficient other efforts to bring about the correction have failed.
 - b. Disciplinary actions shall only be severe enough to constitute a reasonable attempt to bring about correction.
 - c. The least level of action shall be appropriate for first offenses. Succeeding offenses shall justify more progressively stringent penalties until the employee recognizes the necessity for correcting the deficiency or, failing this, discharge shall be considered appropriate.
3. Disciplinary actions shall be oral initial warning, progressive written warning, and suspension with or without pay, demotion, and discharge.

4. In determining the appropriate disciplinary action, supervisors and/or the Executive Director may take several factors into consideration, including but not limited to, the following:
 - a. The seriousness and circumstances of the particular offense.
 - b. The past record of the employee; and length of service.
 - c. The lapse of time since the employee last required a disciplinary action.
 - d. Previous District disciplinary action taken in like cases.

Authorization for Disciplinary Action

All written warnings, suspensions, demotions and terminations must be approved by the Executive Director in writing.

In case of a recommendation for discharge, the employee may be suspended, by a supervisor, pending approval of the discharge by the Executive Director.

Disciplinary actions applied to supervisors will be initiated by the Operations Director or the Executive Director.

1. Initial Warnings

An initial warning may be given to employees for minor violations of a District rule, regulation, or standard; a specific instance in which an employee's work performance or attendance was not satisfactory; or a minor incident in which the employee's carelessness or inattention to duty adversely reflected on the District or caused a minor accident. The employee's supervisor should prepare a memorandum or other documentation for the employee's personnel file with a copy sent to the Executive Director. Such memorandum or documentation should specify the subject of the warning and the date.

2. Progressive Written Warnings

A written warning may be given to employees for more serious violations of a District rule, regulation or standard. It may also be given to take official recognition of an unsatisfactory habit, practice, or act, which, if repeated or continued, will subject the employee to a more severe disciplinary action. A copy of the written warning should be placed in the employee's personnel file with a copy sent to the Executive Director.

3. Demotion

A demotion may be an appropriate disciplinary action to address matters of performance. There are also situations of misconduct where demotions may be appropriate.

After a predetermination hearing as provided in Subparagraph 6, the employee's supervisor and the Executive Director must approve the action before it is implemented. A demoted employee shall be notified by the supervisor or the Executive Director at the time of demotion of the specific reason for the action and correction expected, if any. Such notification shall be given to the employee in writing. A copy of the notification will be placed in the employee's official personnel file.

4. Suspension

- a. An employee may be suspended with or without pay as a disciplinary action by the supervisor with the approval of the Executive Director for such period of time as may be appropriate under the circumstances. After a predetermination hearing as provided in Subparagraph 6, Career Service Employees must be notified in writing of the suspension stating the date of the suspension, length of the suspension period and citing the specific reason for the suspension and corrective action expected. All other employees shall be similarly notified but without the necessity of a predetermination hearing.
- b. An employee may be verbally suspended with or without pay by an immediate supervisor for the balance of a work shift or a longer period of time if needed until the Executive Director can be contacted if the employee's conduct impairs normal working operations. The supervisor must then report the incident to the Executive Director in writing or by email. After a predetermination hearing as provided in Subparagraph 6, the Executive Director must either concur with or cancel the action, in writing, to the employee, citing the date of the suspension, the reason for the suspension and corrective action expected. Additional time of suspension may be imposed by the supervisor with the approval of the Executive Director at that time. A copy of the suspension notification will be placed in the employee's official personnel file.

5. Discharge

- a. Discharge may be appropriate for violations of the District's Standards of Conduct, other acts of misconduct or for incompetence. Discharge of an employee is often the final disciplinary action taken against an employee with a prior disciplinary history. However, discharge of an employee may be warranted, without a prior history of discipline, if the act of misconduct, or other grounds, is sufficiently egregious.

- b. After a predetermination hearing as provided in Subparagraph 6, the employee shall be notified, in writing, bearing signatures of the supervisor and the Executive Director, citing the effective date and specific reasons for the discharge.

6. Pre-determination Hearings

- a. Prior to making a final decision to demote, suspend or discharge a career service employee, the employee shall be notified of the charges against him or her, as well as the discipline contemplated, and be provided with an informal hearing. At the hearing the supervisor or his designate will orally discuss the specific charges and discipline and provide the employee with an opportunity to address the allegations against him or her.

7. Refusal to Testify

- a. If any employee of the District shall willfully or fail to appear before any court or judge, any legislative committee, or any officer, board or body authorized by law to conduct any hearings or inquiry; or, having appeared, shall refuse to testify or answer questions relating to matters arising out his/her employment on the grounds that the answers would tend to incriminate the employee, or shall refuse to waive immunity from prosecution because of any matters arising out of his/her employment about which he/she may be asked to testify at any such hearing or inquiry; or if any such person shall refuse to answer any questions concerning the particular department or service in which such person is employed, which may be asked him/her by the supervisor, or the Executive Director, or his or her designee, he/she shall forfeit his position with the District which may be processed as a termination for cause.

Appeals

Initial Warnings and Progressive Warnings may be appealed in writing to the Executive Director, for final decision.

A Career Service employee who has been suspended, discharged, given a reduction in pay, or a demotion shall only have the right to appeal said action to the Career Service Council by filing a petition with the Council within thirty (30) days following such suspension, discharge, reduction in pay, or demotion. There shall be no appeals to the Board of Commissioners and/or the Executive Director of the District

Section 19: Grievance Procedures

Review of Non-Disciplinary Problem

Policy

It is the purpose of this procedure to assure employees that their non-disciplinary problems will be considered fairly, rapidly, and without reprisal. It is expected that the procedure set forth below will encourage employees to discuss with their supervisors matters pertaining to conditions of employment as they affect individual employees. In addition, free discussion between employees and supervisors will lead to better understanding by both of practices, policies, and procedures which affect employees. This will serve to identify and eliminate conditions which may cause misunderstandings and problems.

Applicability

This procedure applies to non-disciplinary problems about the misapplication or misinterpretation of the Personnel Manual or applicable departmental rules or regulations. Demotions, suspensions without pay and discharges shall not be considered under this policy but only under Section 18.

Procedure

1. An employee who has a complaint should submit the complaint in writing on the appropriate Complaint/ Grievance form, which can be obtained from Human Resources, to their immediate supervisor within ten (10) working days of the occurrence creating the complaint. The immediate supervisor shall then note the date received on the written complaint and, after discussion with the employee, give the employee an answer in writing within five (5) days of receipt of the complaint. If, after receiving the immediate supervisor's answer, the employee feels that his/her best interests have not been served, the employee may request from the immediate supervisor a meeting with the Director of Human Resources or Executive Director, where the employee's viewpoint will be considered and reviewed and every effort shall be made to resolve the problem. A written report of the matter will be prepared and signed by the employee. All forms of writing shall be placed in the official personnel record within ten (10) days of the meeting. Any employee who feels their best interests have not been served by the Director of Human Resources may request a meeting with the Executive Director.
2. The decision of the Executive Director with reference to said rules shall be rendered within twenty (20) days and shall, in all cases, be final and not subject to appeal to the Board of Commissioners or Career Service Council.
3. This procedure does not apply to an individual who has been suspended, discharged, reduced in pay, or demoted. Such individuals shall appeal in accordance with Section 18, hereof.
4. All employees of the District shall read the rules established for personal conduct in the Standards of Employment, Section 8, and agree to abide by same or be terminated.

Section 20: Appendix

Hatch Act State and Local Employees

State and Local Employees –Examples of Permitted Activities

Employees may, for example:*

- register and vote as they choose;
- assist in voter registration drives;
- express opinions about candidates and issues;
- contribute money to political organizations;
- attend political fundraising functions;
- attend and be active at political rallies and meetings;
- join and be active members of a political party or club;
- sign and circulate nominating petitions;
- campaign for or against referendum questions, constitutional amendments and/or municipal ordinances;
- campaign for or against candidates in partisan elections;
- make campaign speeches for candidates in partisan elections;
- distribute campaign literature in partisan elections;
- campaign for and hold office in political clubs or parties;
- volunteer to work on a partisan political campaign;
- participate in any activity not specifically prohibited by law or regulation.

*While engaging in these activities, employees must be acting in their personal capacity, not their official capacity. For example, they should not identify their official title when engaging in any of these activities.

A note of caution - an employee's conduct is also subject to the laws of the state and the regulations of the employing agency. Prohibitions of the Hatch Act are not affected by state or local laws.

Covered State and Local employees may not:

- be candidates for public office in a partisan election;

- use official authority or influence to interfere with or affect the results of an election or nomination; or
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

State and local employees subject to the Hatch Act should note that an election is partisan, if any candidate is to be nominated or elected as representing a political party, for example, the Democratic or Republican Party.

A note of caution - an employee's conduct is also subject to the laws of the state and the regulations of the employing agency. Prohibitions of the Hatch Act are not affected by state or local laws.

Last Updated: 12/13/2020

Section 21: Employee Acknowledgement

Employee Name: _____

I have received this personnel handbook and understand that it is my obligation to read, understand and comply with the policies, procedures and benefits set forth in the handbook and any revisions made to it. I understand that nothing contained in the handbook constitutes a contract of employment.

Initials _____

I agree that violating any requirement of the District, including those expressed herein, is a reason for which I may be disciplined or discharged. My job duties, terms of hire, and probation period, have been discussed with me.

Initials _____

I agree to submit to testing to determine the presence or absence of alcohol or illegal controlled substances in my body under whatever legal policies or procedures the District has in effect at the time testing is required.

Initials _____

I agree that, in its discretion, the District may search its vehicles, lockers, desks, or other storage areas that may be assigned to me or to which I may have access.

Initials _____

I certify that all information given on my employment application, related employment papers and oral interviews is true and correct. I understand that the District may make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested.

Initials _____

I further understand that the District has the right to modify, rescind or supplement any of these policies, procedures and benefits.

Initials _____

If I am employed in a non-exempt position, I agree to the use of compensatory time off in lieu of overtime compensation, at the discretion of the District.

Initials _____

Signature: _____ Date: _____