

Proposed Personnel Rules Revision Highlights

The Personnel Rules have been reviewed and updated. As a result, the rules were shortened from 28 to 8 rules. The goals of the update were to:

- Make information easy to find.
- Replace “legalese” with plain language.
- Ensure that the Personnel Board’s authority corresponds to the Personnel Act.
- Group similar information together. For example, the new *Rule 4 - Time Off* includes holidays, leave time, annual leave, funeral leave, extended illness, etc. Previously there were four separate rules with leave information.

The following listing details the major proposed revisions:

1. Converted the following rules to policies:
 - Employee Identification
 - Employee Performance Management Program
 - Employee Training -Tuition Reimbursement
 - Nepotism
 - Outside or Non-County Employment
 - Personnel Files
 - Resignation from County Service
 - Selection for Classified Positions
 - Transfer to Inactive Status
2. Removed *Rule 1 - Definitions* and defined terms within each rule as needed.
3. *Rule 2 – Filling Positions* no longer includes the awarding of points for seniority. Veterans will continue to be given a preference in each step of the hiring process for new hires, but not for internal promotions or transfers. Exempt employees who transition to a classified position are now required to serve a one-year probationary period.
4. *Rule 3 – Compensation* specifies that starting pay may be above the minimum with approval of the Appointing Authority in consultation with the HR Director. Previously, starting pay which exceeded the third quartile of the pay grade range required approval of the Personnel Board.
5. *Rule 3 – Compensation* specifies that pay reduction due to demotion is at the discretion of the Appointing Authority so long as the pay does not fall below the minimum or exceed the maximum of the new pay grade. Previously, the rules specified that an employee’s pay was reduced 2.5% for one pay grade reduction, 5% for two grades and 1% for each additional lower pay grade.
6. Promotional pay increases (new *Rule 3*) - Previously a promotion of 1 to 2 pay grades netted a 4% pay increase, and a promotion of 3 or more pay grades netted an 8% pay increase (or the new minimum pay rate for that pay grade, whichever is higher). The new rule allows for higher raises, with a promotional increase range of 4 to 10% at the discretion of the Appointing Authority, or above 10% with consultation with the HR Director.

7. Employees who are “maxed-out” (at the top of their pay grade) will be able to receive raises in a lump sum (new *Rule 3*).
8. Annual leave chart (new *Rule 4*) no longer includes a separate chart for employees hired before 12/25/94 since they now fall within the existing leave chart as employees with 20+ years of service.
9. Funeral leave (new *Rule 4*) still provides 3 days leave with pay, but no longer specifies that the time is “to attend a funeral or memorial service” since the time may be used for any purpose needed.
10. *Military Training/Duty* (new *Rule 4*) was simplified to state that leave will be granted in accordance with Florida and Federal law.
11. *Time Off* (new *Rule 4*) – A new provision has been added to reward employees with 25 or more years of service two additional floating holidays each year.
12. *Disciplinary Actions* (new *Rule 6*) – Oral and Written Reminders have been renamed Verbal and Written Warnings. Disciplinary guidelines have been combined to eliminate redundancies and simplify the process of choosing an appropriate infraction, so there is a total of 38 instead of 49. For example, the new infraction #D28 for offensive conduct combines #25 (profane language), #26 (violating decency) and a portion of #38 (offensive conduct). Some of the discipline ranges have been revised. Employees are now required to sign a Verbal or Written Warning to acknowledge receipt.
13. *Employee Grievances* (new *Rule 7*) – For grievances and appeals, time periods were changed from working days to calendar days. The time to file a grievance was changed from 10 working days to 15 calendar days, and the time to schedule an informal grievance committee meeting was changed from 20 working days to 30 calendar days. The rule more clearly delineates what issues may be grieved, and an easy-to-use chart has been added to clarify the level of grievance available for each issue. The 4-step grievance process has been simplified by removing the old Step 1 which was talking to the supervisor. Employees are still encouraged to attempt to resolve an issue with their supervisor but this is not part of the formal process.
14. Political activities (new *Rule 8*) - Appointing Authorities now have the discretion to allow an exempt employee to run for public office without resigning from county employment unless prohibited by law. This is in line with the Personnel Act which specifies only that classified employees may not run for office.
15. Removed *Rule 17 - Worker’s Compensation Injuries* since this is covered by state law. The provision to allow 10 hours of paid leave per pay period for treatment for injuries is still listed in the new *Rule 4*.
16. Removed *Rule 26 - Student Work Experience Programs* since this is covered by provisions within the job classification system for interns, project assistants, etc.
17. Removed *Rule 27 - Disabling Illness* since this is covered by federal and state law including the Americans with Disabilities Act (ADA).

Rules:

Rule 1	The Classification Plan
Rule 2	Filling Positions
Rule 3	Compensation
Rule 4	Time off
Rule 5	Reduction in Force
Rule 6	Discipline
Rule 7	Employee Grievances
Rule 8	Political Activities

Policies:

Employee Identification
Nepotism
Outside or Non-County Employment
Resignation from County Service
Employee Training -Tuition Reimbursement
Personnel Files
Employee Performance Management Program
Selection for Classified Positions
Transfer to Inactive Service

Current Rule	New Rule/Policy
I. Definitions	Rule is eliminated. Terms are defined as needed within each rule. In addition, the HR Department will begin building a glossary and make it available on the HR website. It will consist of commonly used terms and acronyms within human resources but the glossary will not limit itself to terms only used within the rules.
II. Recruitment, Selection, and Examinations	Much is Rule 2. Filling Positions. Other components are contained in various policies: 1) selection for classified positions, 2) keeping personnel file current, and 3) County ID
III. Eligible Registers, Certifications, Appointment	Most is contained in Rule 2. Filling Positions, while elements concerning pay are contained in Rule 3. Compensation.
IV. The Classification Plan	Rule 1. The Classification Plan
V. The Pay Plan	Rule 3. Compensation
VI. Promotion	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
VII. Demotion	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
VIII. Transfer	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
IX. Position Reclassification	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
X. Pay Grade Change	Rule 3. Compensation
XI. Standard Workweek, Overtime Compensation, and Standby Assignments	Rule 3. Compensation
XII. Holidays	Rule 4. Time Off

XIII.	Annual Leave	Rule 4. Time Off
XIV.	Extended Illness Leave	Rule 4. Time Off
XV.	County Service Optional Exchange of Leave	Repealed. Leave exchange is now offered during open enrollment for benefits.
XVI.	Leave of Absence	Rule 4. Time Off
XVII.	Worker's Compensation Injuries	Covered by policies from Risk Management and the Appointing Authorities.
XVIII.	Employee Training	Policy: Employee Training - Tuition Reimbursement
XIX.	Employee Performance Review Program	Policy: Employee Performance Management Program
XX.	Adjustment of Employee Grievance	Rule 7. Employee Grievance
XXI.	Outside or Non-County Employment	Policy: Outside or Non-County Employment
XXII.	Resignations	Policy: Resignation from County Service
XXIII.	Layoff, Displacement and Re-Employment	Rule 5. Reduction in Force
XXIV.	Discipline	Rule 6. Discipline
XXV.	Political Activity	Rule 8. Political Activities
XXVI.	Student Work Experience Programs	Covered by provisions within the job classification system: interns, project assistants, etc.
XXVII.	Disabling Illness	Covered by the County's American with Disabilities Act Policy, Family Medical Leave Act, etc.
XXVIII.	Transfer to Inactive Service	Policy: Transfer to Inactive Service

Rule 1. The Classification Plan

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A. Purpose of the Plan

The Classification Plan provides a systematic arrangement and inventory of the positions in the Unified Personnel System. The plan groups the various positions into understandable classes indicative of the range of duties, responsibilities, and level of work performed. The class titles standardize the meaning, allocation, and usage of the plan throughout the Unified Personnel System, again based upon the similarity of work and duties performed.

B. Uses of the Plan

1. Group positions into classes based on similarities in the nature and scope of work.
2. Determine qualifications; prepare recruitments, and examination content.
3. Determine pay grades to be paid for the various classes of work.
4. Determine promotional paths.
5. Develop employee training and development programs.

C. Content of the Plan

A compilation of the following for each class: class title indicative of the work of the class, a class specification for each job classification containing the nature of work and relative responsibilities of the class, typical illustrative tasks, minimum qualifications, and the knowledge, skills, and abilities required for adequate performance of the work.

D. Maintenance of the Classification Plan

The Unified Personnel Board is responsible for maintaining the Classification Plan by adding, deleting or modifying job classifications based on studies and recommendations made by the Director of Human Resources.

E. Appeals

The position incumbent or Appointing Authority may request a secondary review of the classification decision to the Director of Human Resources within 7 calendar days. Downward reclassifications may be appealed through the Director of Human Resources to the Unified Personnel Board.

Rule 2. Filling Positions

The method used to fill a position is dependent upon the type of position and the type of appointment to be made. Classified and exempt positions may be filled by a competitive or non-competitive process into one of the following:

A. Permanent Positions

A permanent position is one for which the duties and responsibilities are expected to occur on an ongoing basis and which is funded with recurring funds. The term permanent does not mean that the position cannot evolve or be eliminated. A permanent position may be a classified position or an exempt position.

Unless the position is excluded from the provisions of Florida Statutes Chapter 295, individuals who are eligible for Veterans' Preference in accordance with Chapter 295, Florida Statutes shall be provided a preference in each step of the hiring process.

1. Exempt Positions

- a. Exempt positions are filled at the pleasure of the Appointing Authority.
- b. The selection process used to fill a position is at the discretion of the Appointing Authority.
- c. At the request of the Appointing Authority, the Human Resources Department will assist in the design and/or execution of a selection plan to fill an exempt position.

2. Classified Positions

Classified positions will be filled by new hire, promotion, demotion or lateral. Excluding the exceptions listed below, all permanent classified positions will be filled by a competitive process with the selection of a candidate from a list of eligible candidates (eligible register) provided by the Human Resources Department. Qualified employees shall be given an employee preference by requiring the hiring manager to review the qualification of the employee.

a. Eligible Register and Recruitment

The Human Resources Department is responsible for the design and administration of the selection plan for the construction of the eligible register and will use fair and valid selection criteria in accordance with established professional standards and practices. The Human Resources Department shall make the final determination as to whether an individual meets the minimum qualifications of the job classification to be placed on the eligible register.

The method of recruitment and posting to fill vacant classified positions will be determined by the Appointing Authority or designee in consultation with the Human Resources Department. The recruitment may be:

- i. External – open to all interested individuals including the general public and all employees.

- ii. Internal – open to all interested employees in permanent positions within the designated area of the Unified Personnel System. Such recruitment could be open to all Unified Personnel System employees or limited to employees within a designated department or division. Members of the public and temporary employees cannot apply.
- iii. Reduction in Force - recruitments during a reduction in force may be limited to classified employees, exempt employees who are to be impacted by the reduction in force, and former classified and exempt employees who have been separated from County service through layoff and whose separation date is less than six months from the closing date of the recruitment.
- iv. Restricted – recruitment resulting from the reclassification of an unspecified position. The recruitment will be limited to all interested employees in designated permanent positions. The designation of the positions will be made as part of the reclassification recommendation made by the Director of Human Resources and approved by the Appointing Authority and the Unified Personnel Board.

b. Types of Appointment

- i. New Hire
 - a) If the individual selected to fill the position is not currently in a permanent position within the Unified Personnel System, the appointment will be considered a new hire and required to serve a probationary period.
 - b) The probationary period is an integral part of the selection process and shall be utilized to evaluate the employee's performance on the job as well as for dismissing an employee who does not meet required standards of performance.
 - c) The probationary period shall be for one year from date of appointment.
 - d) Employees in this probationary status absent for a period of time in excess of ten consecutive working days shall have their probationary period extended for the amount of time that such absences exceed the ten day limit.
 - e) A new hire may be given credit for time worked up to six months toward the probationary period for immediate prior temporary service if hired into a permanent position in the same department in the same or a lower related job classification.
 - f) An employee whose services are deemed unsatisfactory may be dismissed at any time prior to the expiration of the probationary period. If satisfactory, or if the Appointing Authority fails to furnish the notice to the Director of Human Resources prior to expiration of the probationary

period, the employee shall be a member of the regular service. At any point prior to the end of the employee's probationary period, the Appointing Authority may remove the employee from probationary status and place the employee into the regular service. The determination of the Appointing Authority in either of these matters shall be final and is not grievable.

g) Starting pay will be determined in accordance with Personnel Rule 3.

ii. Promotion

- a) If the individual selected to fill the position is currently in a permanent position within the Unified Personnel System and the maximum of the pay rate for the new position is higher than that of the employee's current pay grade, the filling of the position will be considered to be a promotion.
- b) Any increase in pay shall be awarded in accordance with Personnel Rule 3.
- c) With the approval of the Appointing Authority and the Director of Human Resources, a classified employee promoted to fill a classified position who is unable to satisfactorily perform the job related requirements of the position during the first six months following the promotion shall be returned to a position in the employee's former job classification. Pay rate and probationary period, if any, shall be adjusted to correspond to what normally would have been attained had there not been a promotion. Any employee who is displaced by demotion of a promoted employee in accordance with the above procedure shall be subject to the provisions outlined in Personnel Rule 5, Reduction in Force. The determination of the Appointing Authority in this matter shall be final and is not grievable. After the first six months following the promotion, an inability to satisfactorily perform the job related requirements must be dealt with through the disciplinary process.
- d) An exempt employee promoted into a classified position will serve a one year probationary period. If the services of the employee are deemed unsatisfactory, the employee may be dismissed at any time prior to the expiration of the probationary period. If satisfactory, or if the Appointing Authority fails to furnish notice to the Director of Human Resources prior to expiration of the probationary period, the probationary period shall be deemed to be satisfactorily completed. At any point prior to the end of the employee's probationary period, the Appointing Authority may remove the employee from probationary status. The determination of the Appointing Authority in either of these matters shall be final and is not grievable.

- e) A classified employee promoted to fill a classified position and currently serving in the first six months following the promotion who wishes to voluntarily return to the previous job classification shall make such a request in writing and with the approval of the Appointing Authority, may be demoted in accordance with the provisions described in Personnel Rule 2.A.b.ii.c. An exempt employee promoted to fill a classified position and currently serving a probationary period who wishes to voluntarily return to the previous job classification shall make such a request in writing and the return of the individual to the exempt service is at the Appointing Authority's discretion.

iii. Transfer/Lateral

- a) If the individual selected is currently in a permanent classified position within the Unified Personnel System and is in the same pay grade, it will be considered to be a transfer or lateral.
- b) Normally there is no adjustment in pay. However any change in pay shall be made in accordance with Personnel Rule 3.C.
- c) A classified employee taking such a transfer will not serve a probationary period.

iv. Demotion

- a) If the individual selected is currently in a permanent position within the Unified Personnel System and the maximum of the pay rate for the new position is lower than that of the employee's current pay grade, the filling of the position will be considered to be a voluntary demotion.
- b) Any decrease in pay shall be awarded in accordance with Personnel Rule 3.
- c) A classified employee demoted to fill a classified position will not serve a probationary period.
- d) An exempt employee demoted to fill a classified position will serve a one year probationary period. (An Appointing Authority, prior to the expiration of the probationary period, shall notify the Director of Human Resources in writing whether the services of the employee have been satisfactory or unsatisfactory.) An exempt employee demoted to a classified position whose services are deemed unsatisfactory may be dismissed at any time prior to the expiration of the probationary period. If satisfactory, or if the Appointing Authority fails to furnish notice to the Director of Human Resources prior to expiration of the probationary period, the probationary period shall be deemed to be satisfactorily completed. At any point prior to the end of the employee's probationary period, the Appointing Authority may determine that the employee has successfully satisfied the job related requirements of the position and may remove the employee from probationary status. The determination

of the Appointing Authority in either of these matters shall be final and is not grievable.

v. Exceptions

The following are the exceptions whereby a classified position may be filled without the use of an eligible register.

a) Career Ladder Promotion

A classified employee may be career ladder promoted without use of an eligible register to a higher level position within the established career ladder if:

- i) The position has been designated a career ladder position, including approval by the Director of Human Resources and by the Unified Personnel Board;
- ii) The department has a genuine need for the higher level work; and
- iii) The employee meets the criteria for advancement within the career ladder.

Any pay changes will be made in accordance with Personnel Rule 3.

b) Transfer/Lateral (Non-competitive)

With the approval of the Appointing Authority(ies) concerned and the Director of Human Resources, a regular status or probationary classified employee may be transferred to another position in the same job classification or another job classification with the same pay grade and substantially similar duties and responsibilities at the written request of the employee (voluntary) or the discretion of the Appointing Authority (involuntary). Such transfer shall not change the employee's pay grade, pay rate, regular, or probationary status.

c) Non-competitive Demotion

1) Voluntary and Involuntary

A regular status or probationary employee may, based on written request of the employee (voluntary) or because of an inability to satisfactorily perform the duties and responsibilities required (involuntary) be demoted to a job classification with a lower maximum pay rate in the pay grade assigned to the encumbered job classification. Such demotion shall occur with the approval of the Appointing Authority and the Director of Human Resources.

Any changes in pay will be made in accordance with Personnel Rule 3.

Upon such demotion, a probationary employee will serve the balance of the probationary period or satisfaction of Appointing

Authority but a regular status employee will not be required to serve another probationary period.

2) Exempt Service Returned to Classified Service

An exempt employee may return to the classified service to a position and pay grade comparable to that which the employee had attained prior to promotion to an exempt position. Any such return to the classified system shall require the approval of the Appointing Authority, the Human Resources Director, and the Unified Personnel Board.

A one year probationary period will be served. The Appointing Authority, prior to the expiration of the probationary period, shall notify the Director of Human Resources in writing whether the services of the employee have been satisfactory or unsatisfactory. An exempt employee demoted to a classified position whose services are deemed unsatisfactory may be dismissed at any time prior to the expiration of the probationary period. If satisfactory, or if the Appointing Authority fails to furnish notice to the Director of Human Resources prior to expiration of the probationary period, the probationary period shall be deemed to be satisfactorily completed. At any point prior to the end of the employee's probationary period, the Appointing Authority may determine that the employee has successfully satisfied the job related requirements of the position and may remove the employee from probationary status. The determination of the Appointing Authority in either of these matters shall be final and is not grievable.

Any adjustments to pay will be made in accordance with Personnel Rule 3.

d) Temporary appointments (to permanent positions)

An Appointing Authority may assign any regular status employee under the Authority's jurisdiction to any duties as long as such duties are within the same classification encumbered by the employee. When it is necessary to temporarily assign duties of a higher classification to a regular status employee for more than 30 consecutive calendar days because of a vacancy in a permanent position or the extended absence of the employee who encumbers the position, a temporary appointment to the position shall be made.

The employee's pay shall be adjusted in accordance with Personnel Rule 3. Upon conclusion of this appointment, the employee shall be returned to the permanent position held immediately prior to this reassignment and the employee's pay rate shall be adjusted to the pay rate that would have normally been attained had there not been a temporary appointment to the higher classification.

e) Reduction in Force

Placements into vacant positions which are at the same or a lower pay grade and/or displacements made in accordance with Personnel Rule 5 – Reduction in Force may be made without use of an eligible register with the approval of the Appointing Authority and the concurrence of the Director of Human Resources.

f) Provisional

Appointment to a classified permanent position in the absence of a recruitment resulting in an eligible register will not exceed six months from the date of such employment nor more than 45 days following the establishment of an eligible register, whichever is less in length of time. Such an appointment requires approval of the Director of Human Resources. Provisional employees may not avail themselves of the grievance procedure and have no appeal rights to the Unified Personnel Board.

Pay rate will be established in accordance with Personnel Rule 3.

g) Substitute Appointments

Such appointments may be allowed to fill a permanent, vacant position open due to extended leave of absence. Such appointments shall be made from appropriate eligible registers, or in the case of a promotional position, from the lower related class. (The substitute appointment shall confer no status, appeal, or related provision under the Personnel Rules.) The substitute appointment shall be for a period not to exceed six months. The substitute appointment may be extended for an additional six months upon approval of the Director of Human Resources. In the case of a vacant position open due to military leave that exceeds one year, the substitute appointment may be extended for the duration of the military leave upon approval of the Director of Human Resources, providing the approval is sought in six month intervals.

h) Double Encumbering

There are occasions when departments may double encumber positions. These circumstances include situations where there is a need to train successors when retirement, resignation etc. is on the horizon. Other circumstances include but are not limited to situations when an employee is on an extended leave of absence and the position is encumbered by another employee during that time, and the use of job sharing between employees occupying the same position. Double encumbering of positions must be approved by the Appointing Authority or his or her designee and the Director of Human Resources. Double encumbering may be done competitively or non-competitively.

Pay rate will be established in accordance with Personnel Rule 3.

B. Temporary Positions

A temporary position is one for which the duties and responsibilities are expected to occur for a short time frame or occur on a seasonal basis. An employee hired to fill this position is considered a temporary employee. The respective Appointing Authority makes appointment to this classification, subject to concurrence of the Director of Human Resources. The initial appointment may be for up to six months. The appointment may be extended for up to an additional six months with the approval of the Director of Human Resources and the Unified Personnel Board. Temporary employees may not avail themselves of the grievance procedure and have no appeal rights to the Unified Personnel Board.

Pay rate will be established in accordance with Personnel Rule 3.

C. Other Types of Positions

1. Special Projects and Related Positions

A position created for a specific project(s) and for a specific amount of time only. An employee hired to fill this position is considered a regular service employee. The respective Appointing Authority makes appointment to this classification, subject to concurrence of the Director of Human Resources. The appointment may not exceed the length of the project(s), with extension of the original appointment to be granted by the Appointing Authority with the concurrence of the Director of Human Resources. Employees in this classification are excluded from the reduction in force provisions in Personnel Rule 5 and may not appeal terminations resulting from completion or termination of the project(s) upon which they are working.

Pay rate will be established in accordance with Personnel Rule 3.

2. Grant Worker Positions

A position created for a specific grant(s) only. An employee hired to fill this position is considered a regular service employee. The respective Appointing Authority makes appointment to this classification, subject to concurrence of the Director of Human Resources. The appointment may not exceed the length of the grant, with extension of the original appointment to be granted by the Appointing Authority with the concurrence of the Director of Human Resources. Employees in this classification are excluded from the reduction in force provisions in Personnel Rule 5 and may not appeal terminations resulting from the expiration, reduction or nonrenewal of the grant under which they are working.

Pay rate will be established in accordance with Personnel Rule 3.

3. Intern Position

An intern position is a temporary position with emphasis on on-the-job training rather than just employment. It is governed by provisions described above in B. Temporary Positions, as well as federal and state laws regarding internships. Intern positions may be paid or unpaid. If a paid position, pay rate will be established in accordance with Personnel Rule 3.

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Rule 3. Compensation

It is the policy and practice of all Appointing Authorities in the Unified Personnel System to compensate employees accurately and in compliance with applicable state and federal laws, and not to make improper deductions from any employee's pay. Pay records should be reviewed by the employee upon receipt for accuracy. Any questions or inaccuracies should immediately be brought to the attention of the Appointing Authority or designee. The Appointing Authority or designee shall promptly investigate, correct any errors and make any necessary adjustments.

Factors to consider when establishing starting pay and/or making pay adjustments are the individual's qualifications and skills, pay equity issues including the relationship of the newly hired or promoted employee's proposed salary to that of the experienced incumbents in the classification and the prevailing labor market value.

A. Pay Plans

A pay plan is a particular table or array of pay rates that establishes the ranges of pay within which employees will be paid.

1. Classified Pay Plan

The Classified Employee Pay Plan is a listing of pay ranges (minimum and maximums) applicable to each classification to which classified employees are assigned. The Classified Employee Pay Plan provides a market-based pay structure or framework for aligning job classifications according to their job value.

The Director of Human Resources shall prepare and present the Classified Employee Pay Plan to the Unified Personnel Board for adoption. This Classified Employee Pay Plan is utilized by all Appointing Authorities within the Unified Personnel System.

2. Exempt Pay Plans

There are multiple exempt pay plans. Each Constitutional Officer (Clerk of the Circuit Court, Property Appraiser, Supervisor of Elections and Tax Collector) adopts and maintains his/her own exempt pay plan. The exempt pay plan for the Appointing Authorities of the Unified Personnel System who are not constitutional officers is recommended by the Director of Human Resources and adopted and maintained by the Board of County Commissioners.

B. Starting Pay

1. Permanent Positions

a. Exempt

The starting pay of an individual selected to fill an exempt position must be within the salary range utilized by the Appointing Authority for that position or classification within their organization.

b. Classified

The starting pay of an individual selected to fill a classified position is normally made at the minimum rate of pay of the pay grade established for the job classification. Exceptions may be made in accordance with the following:

- Hire below the minimum: Upon written request approved by the Appointing Authority and the Director of Human Resources, any present or new employee may be hired at a rate of pay less than the minimum rate established for the classification.
- Hire above the minimum: Because of skills, knowledge or abilities, an individual may be hired at above the minimum of the pay range established for the classification. Such appointment requires the recommendation and approval of the Appointing Authority in consultation with the Director of Human Resources.

2. Temporary Positions

An individual appointed to a temporary position or temporarily appointed to a permanent position will be paid in accordance with the provisions shown above for permanent positions, classified or exempt, as appropriate.

3. Grant Worker Positions

The starting pay for a specific Grant Worker position must be within the salary range established in the pay plan for Grant Workers and consistent with any terms of the grant and the work to be performed. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

4. Special Project Positions

The starting rate of pay for a specific Special Project position must be within the salary range established in the pay plan. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

5. Internships

Internships may be paid or unpaid. If the internship is paid, the rate of pay will be determined by the Appointing Authority in consultation with the Director of Human Resources.

C. Base Pay Adjustments

Base pay does not include benefits or supplemental earnings. The following describes the types and application of base pay adjustments.

1. Base Pay Increases

a. Merit Increases

Merit Pay increases may be granted annually at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification.

If a merit pay increase would bring an employee's pay rate above the maximum rate established for the employee's classification, the Appointing Authority shall grant the portion of the general pay increase **that would bring the employee's pay rate above the maximum in** a lump sum in lieu of a base rate increase.

b. Special Merit Increase

Special Merit increases are at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Special Merit increases are meant to recognize an employee's exceptional work contributions or unusual employment conditions and are calculated on the employees' current pay rate.

c. Promotional Increase

Promotional increases are granted at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Promotional increases are calculated on the employee's current pay rate and within the following:

- The employee's pay must be increased to **at least** the minimum pay rate for their new pay grade.
- The Appointing Authority may award a promotional increase of 4 to 10%.
- An increase **less than 4% or** greater than 10% may be made by the Appointing Authority in consultation with the Director of Human Resources.

d. Reclassification or Reallocation Increase

When a position is reclassified or reallocated to a job classification for which the maximum of the pay rate for the new job classification is higher than that of the position's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- The employee's pay must be increased to **at least** the minimum pay rate of the new pay grade.
- If the employee's pay rate is already equal to or greater than the minimum of the new pay grade, the pay will be increased by an amount equal to 4% of the midpoint of the new pay grade.
- No reclassification or reallocation pay increase may be granted above the maximum rate established for the classification.

e. General Increase

A general increase is an increase applied to all or to a general category of eligible employees without variation for individual performance. A general increase may be granted if deemed in the best interest of the organization and the budget allows.

The general increase is designed to reflect an increase in the labor market. This is different from the merit increase which reflects the value of the individual's performance in that job.

If a general pay increase would bring an employee's pay rate above the maximum rate established for the employee's classification, the Appointing Authority shall grant the portion of the general pay increase that would bring the employee's pay rate above the maximum in a lump sum in lieu of a base rate increase.

f. Equity Adjustment

An Equity Adjustment is a pay rate adjustment provided to an employee outside the normal salary administration policies to correct a significant deviation from internal equity and to ensure compliance with fair pay practices. Equity Adjustments may be granted at the discretion of the Appointing Authority in consultation with the Director of Human Resources but may not be granted above the maximum rate established for the employee's classification.

g. Pay Grade Change

A pay grade change is the reassignment of a job classification from one pay grade to another.

An incumbent employee whose job classification has been assigned to a higher pay grade shall not receive an upward adjustment unless the employee is below the minimum pay rate of the new pay grade. In such case the employee's pay will be increased to the minimum of the new pay grade. An incumbent employee whose current rate of pay is at or above the minimum pay rate of the new pay grade shall continue to receive the current rate of pay.

An incumbent employee whose job classification has been assigned to a lower pay grade shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

h. Temporary Pay Increase

- i. When an Appointing Authority temporarily assigns a classified employee to a higher classification and such assignment is expected to last more than 30 consecutive calendar days, a substitute or temporary appointment shall be made. The employee shall receive a temporary pay increase not to exceed the maximum of the pay rate of the job classification to which the employee is temporarily assigned.

This adjustment shall be retroactive to the first day that the employee was assigned to perform in the higher classification.

Upon conclusion of the appointment, the employee shall be returned to the position held immediately prior to the reassignment, and the

employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary reassignment.

- ii. When an Appointing Authority temporarily assigns a classified employee the duties and responsibilities of a higher classification and the assignment is expected to be more than 30 consecutive calendar days, the Appointing Authority may grant a temporary pay increase to the employee. The amount of the increase shall be at the discretion of the Appointing Authority but shall not exceed the maximum of the pay grade of the higher classification. When the employee is no longer performing the additional duties, the employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary reassignment.

No temporary increase shall be granted above the maximum rate established for the higher classification. The amount of pay change under this provision shall not be grievable.

2. Base Pay Decreases

a. Demotion – Classified Employees

i. Voluntary and Involuntary

Upon such demotion, a reduction in pay should be made. The amount of the pay reduction is generally between 4% and 10% but is at the discretion of the Appointing Authority so long as the employee's reduced pay does not fall below the minimum nor exceed the maximum of the pay grade to which the employee is being demoted. The amount of pay change under this provision shall not be grievable.

ii. Reduction in Force

If as the result of a reduction in force, a classified employee is displaced into a job classification with a lower pay rate the employee shall have his/her salary adjusted in accordance with the provision of Personnel Rule 5.

iii. Disciplinary

An employee demoted for disciplinary reasons shall have their rate of pay reduced in an amount determined by the Appointing Authority, but in no event shall the new pay rate be lower than the minimum of the classification to which the employee is demoted.

b. Demotion – Exempt Employees

Any change in pay for an exempt employee who is demoted is at the discretion of the Appointing Authority.

c. Pay Reduction – Disciplinary

Upon a disciplinary pay reduction, the employee's rate of pay shall be reduced to any lesser pay rate in the same pay grade at the discretion of the Appointing Authority, but in no event shall the new pay rate be lower than the minimum of the classification.

d. Reclassification or Reallocation Decrease

When a position is reclassified or reallocated to a job classification for which the maximum pay rate is lower than that of the position's current job classification, an incumbent shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

An incumbent employee shall be offered a transfer to a vacancy in the original job classification, if one exists, in the same Appointing Authority. Otherwise the employee shall remain in the reallocated position.

D. Supplemental and Incentive Pay

1. Standby Pay

- a. All Classified Service employees required to work standby shall be paid one hour additional pay ("standby pay") at the employee's straight hourly rate for every eight hours standby assignment regardless of whether the employee is called to report for work and regardless of the number of hours worked in the workweek. Standby pay is not hours worked.
- b. If required to physically report for work:
 - i. The employee's hours of work for the week (or for salaried classified employees for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
 - ii. A minimum of two hours shall be counted as hours worked for the first instance requiring the employee to physically report to a work location in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent standby call outs during the same standby period.
- c. If not required to physically report for work:
 - i. If an employee can complete the assignment without physically reporting to the work location, the employee will be paid for all hours worked on the assignment.
 - ii. A minimum of one hour shall be counted as hours worked for the first instance worked remotely in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent call outs during the same standby period.

- d. Pay for reporting for standby duty, whether physically or remotely, is in addition to the standby pay.

2. Emergency Call Out Pay

- a. In cases where there is no Standby Assignment, if an off-duty classified employee is called and is required to physically report to a work location, the employee's hours of work for the week (or for the salaried classified employee for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
- b. A minimum of two hours shall be counted as hours worked for each Emergency Call Out requiring an employee to physically report for work.
- c. In cases where the assignment can be completed without the employee physically reporting to a work location, a minimum of one hour shall be counted as hours worked for each Emergency Call Out.

3. Shift Differential Pay

a. Five Percent Differential

A shift differential pay of 5% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where a majority of the hours worked falls after 5 p.m.

b. Ten Percent Differential

A shift differential pay of 10% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where the majority of the hours worked falls after midnight and before 6 a.m.

Excluding Airport Firefighters and Airport Fire Lieutenants, an employee who is assigned a specific shift when the majority of the worked hours falls after 5 p.m. and before 6 a.m. and who is assigned to this shift for a period of not less than four consecutive calendar weeks, will earn the applicable shift differential as of the first day worked on the assigned shift.

4. Control Burn Fire Team

Each employee serving as a Fire Team Member shall be paid an additional \$3.00 per hour for each hour (or portion thereof) worked as a member of the Fire Team. Each employee serving as a Fire Team Supervisor shall be paid an additional \$5.00 per hour worked as a supervisor of a Fire Team.

Any hours worked on the Control Burn Fire Team will be counted as hours worked for all compensation purposes, including but not limited to calculating any overtime due.

5. Classified Service Employees working in the Citizen Information Center (CIC)

Classified Service Employees working in the Citizen Information Center (CIC) during an emergency shall be paid their regular pay in situations where their CIC shift falls during their normally scheduled work time and work days and the County operations are continuing as usual. If the assigned CIC hours fall outside the normally scheduled work time or work days, the CIC employee will be compensated at the overtime rate, regardless of the actual number of hours worked in the week. The hours actually worked in the CIC shall also be included in the calculation of the time an employee worked during that pay week.

6. Declared Emergencies and Other Emergency or Disaster Situations

When the Board of County Commissioners declares a state of emergency and/or the Appointing Authorities close their operations due to an emergency, employees will be compensated as follows:

- a. When regular County operations have been suspended because of an emergency situation, Classified Service employees directed to report to work in any capacity will be paid at the overtime rate regardless of the number of hours worked in the workweek.
- b. When regular County operations are fully or partially open regular pay rules will apply to Classified Service employees whether preparing for or dealing with the emergency or recovery efforts are part of the employee's normal duties or;
- c. If a Classified Service employee is assigned duties at a higher classification and such assignment continues longer than 30 consecutive calendar days, the employee will receive a pay adjustment in accordance with rules and practices governing temporary increases in Personnel Rule 3.C.1.h.
- d. Appointing Authorities may grant employees administrative leave with pay if they direct them to leave work during their regularly scheduled hours in order to prepare their homes for emergency. Employees so directed who fail to return to work as directed by management may be considered AWOL and subject to discipline. Applicable shift differentials will be applied to the administrative leave with pay.
- e. Classified service employees required to work during an emergency (when County operations are closed) on a recognized County Holiday will be paid for such time in accordance with Personnel Rule 4.A.3.a.
- f. County employees who are **directed not** to report to work during an emergency (when County operations are closed or partially closed) will be granted leave with pay equal to their normal work hours for a period up to four weeks duration.
 - i. County employees who have previously scheduled paid time off during such time will not be required to use the paid time off.

- ii. County employees not scheduled to work on a day that would be covered by leave with pay under this provision are not eligible for leave with pay on that day or any other day in substitution for that day.
- g. County employees who are directed not to report to work due to such an emergency for a period in excess of four weeks duration will be granted leave without pay for this time beyond the initial four weeks. Employees so affected will substitute available time in this order: compensatory time, extended illness leave, floating holidays, personal day and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

7. Market Driven Skills Supplement (MDSS)

Market Driven Skills Supplement is an optional pay supplement with a variable rate not to exceed 10% of the employee's base rate for an employee that is proficient and engaged in work that requires the use of critical skills sets that are in short supply within the available labor market. The maximum rate of pay cannot exceed 10% above the maximum of the pay grade. The skills sets identified for eligibility for MDSS will be determined by the Human Resources Department in conjunction with the Appointing Authorities impacted by the critical skill shortages. The list will be reviewed and updated as needed and at least every two years. When the skill set is no longer in short supply or is no longer deemed a critical skill set, the supplemental pay will be ended. The decision to award or remove a Market Driven Skills Supplement is not grievable.

8. Certification Pay

Certification pay is a supplemental pay provided to an employee for possession and maintenance of specific certification(s). The supplemental pay may be an amount added to the employee's base pay or an amount paid at set intervals during the year for example monthly. Eligible certifications are determined by the Appointing Authority and this determination is not grievable. Certifications which are required in the minimum qualification of the job classification are not eligible for certification pay. Possession of the certification should add value to the employee's ability to perform his/her job responsibilities. The added value should be meaningful and real. Loss or failure to maintain the certification will result in removal of the certification pay. Changes in job classification may result in removal of the certification pay.

E. Pay

1. Method of Payment

a. Exempt Employees

- i. Exempt employees are salaried employees paid a set salary for each week worked, subject to legally allowable deductions whether from the salary or accumulated leave. For administrative purposes only, the annualized salary is divided by 2080 hours (and a pro-rated amount for employees regularly scheduled for less than 40 hours in a workweek) for administrative purposes such as the payout of accumulated leave.

- ii. All Exempt Service employees shall be available at all times for the performance of service beyond the generally scheduled workweek as may be required without any entitlement to extra compensation.
- iii. All members of the exempt service will have their pay directly deposited in a financial institution of their choosing.

b. Classified Employees-

- i. **Overtime:** It shall be the general practice of the County to not have its employees work frequent or considerable overtime. However, Appointing Authorities may authorize or direct an employee to work overtime when necessary in order to meet emergency situations or operating needs. Each Appointing Authority shall maintain records of all overtime worked by Classified Service employees in his/her department.
 - a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as benefits from the Group Health Plan, time paid under Workers' Compensation, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered time worked.
 - b) All hourly Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, paid on an hourly basis will be compensated at time and one half for any hours worked over 40 in any workweek in accordance with the Fair Labor Standards Act. Any hours worked over 40 in a workweek shall be considered overtime hours.
 - c) Pursuant to section 207 (k) of the Fair Labor Standards Act (FLSA) and Title 29 Code of Federal Regulations, Pinellas County establishes a 21 consecutive day work period for all Airport Firefighters and Airport Fire Lieutenants Employees effective November 20, 1988. All classified Airport Firefighters and Airport Fire Lieutenants working 159 hours or less during the established 21 consecutive work day period shall be paid at the straight hourly rate set forth in the Pinellas County Pay & Classification Plan. Should Fire Protection Employees be required to work more than 159 hours in any 21 consecutive day work period, all such time shall be considered overtime work.
 - d) Salaried Classified service employees, those certified by the Appointing Authority through the County Attorney to the Director of Human Resources as excluded from the overtime provisions of the Fair Labor Standards Act ("Classified Excluded"), will be compensated at time and one half for any hours worked over 80 in a pay period if approved by the Appointing Authority.
 - e) Compensation for overtime may be monetary or in compensatory time, at the sole discretion of the Appointing Authority. Employees may not accumulate more compensatory time than designated below.

- i. The maximum accumulation of compensatory time for hourly employees shall be 80 hours and for **Salaried** Classified employees shall be 240 hours.
- f) An employee who accumulated compensatory time may request compensatory time off, and such compensatory time off must be given within a reasonable time so long as it does not unduly disrupt departmental operations.
- g) Upon separation from employment, an employee shall receive lump sum payment for all accumulated compensatory time at a rate which is not less than that employee's average regular rate during the last three years of employment, or that employee's final regular rate, whichever is higher.
- ii. Employees promoted from the Classified Service to an exempt position shall, at the time of promotion, receive payment for accumulated compensatory time based upon the employee's regular rate of pay at the time of promotion.
- iii. All members of the Classified Service will have their pay directly deposited in a financial institution of their choosing.

F. Claims for Underpayment of Wages

Claims for underpayment of wages must be made within two years of the underpayment.

Rule 4. Time Off

All forms of accumulated or gained leave shall be exhausted prior to the request and use of Leave without Pay, except as provided in the Pinellas County Family Medical Leave Act Handbook (FMLA Handbook), or in the event of a declared emergency, Personnel Rule 3.D.6.g.

A. Recognized Holidays

Eligible County employees will be allowed holiday leave with pay on the following recognized County holidays:

New Year's Day	January 1
Martin Luther King Jr. Holiday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	
Christmas Day	December 25

If Christmas or New Year's Day falls on Tuesday or Thursday, the preceding Monday or following Friday will also be recognized as a holiday.

If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.

1. Eligibility:

- a. Regular status employees of the Unified Personnel System
- b. Temporary employees with one month or more of continuous service
- c. For those employees working part-time, holiday pay will be computed according to the ratio that the employee's normally scheduled workweek bears to a 40 hour workweek.
- d. Airport Firefighters and Fire Lieutenants assigned to a work week schedule of 48 hours will earn 14.4 hours for each of the recognized holidays.

2. Exceptions:

For purposes of this rule, non-pay status shall mean an employee who is not receiving any pay or whose only source of pay is Workers' Compensation or short term disability.

- a. Employees in a non-pay status for the entire pay period during which the holiday falls will not be eligible for holiday leave with pay.

- b. Employees receiving Workers' Compensation or short term disability during a week that includes a holiday and are also in a paid status during that week will have holiday pay prorated pursuant to the rules of those respective benefits.
- 3. Application:
 - a. Classified employees who are required to work the calendar holiday, the observed holiday, or both will be compensated for all hours worked on those days at the overtime rate of pay, regardless of the actual number of hours worked in the week and in addition to being compensated for the County observed holiday at the regular rate of pay. At the discretion of the Appointing Authority, compensation may be in cash or as compensatory time.
 - b. In the event a recognized holiday is observed while an employee is on leave with pay, the recognized holiday will not be charged against the employee's accumulated leave and the employee will be compensated for the holiday.

B. Floating Holidays

Eligible regular status County employees will be allowed floating holidays with pay on dates selected by the employee each payroll year as follows:

- 1. Eligibility:
 - a. Regular status employees will be allowed three floating holidays with pay.
 - b. Employees who have completed 25 years of service will be allowed two additional floating holidays beginning with the next payroll year and each payroll year thereafter.
 - c. New hires into permanent positions entitled to floating holidays based on their hire date from the beginning of the payroll year:
 - Two floating holidays – hire date from beginning of payroll year through April 30
 - One floating holiday – hire date of May 1 through August 31
 - No floating holidays – hire date of September 1 through the end of the payroll year
 - d. Airport Firefighters and Fire Lieutenants assigned to a 48 hour work week will earn 14.4 hours for each floating holiday.
- 2. Application:
 - a. Floating holidays for employees with a normally scheduled workweek of at least 40 hours are for eight hours pay, and a prorated number of hours for employees with a workweek of fewer than 40 hours computed according to the ratio that the employee's workweek bears to a 40 hour workweek.
 - b. Employees whose standard work day is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard work day unless doing so causes the

number of hours in the workweek to exceed their normally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

- c. Floating holidays must be scheduled and approved in accordance with the Appointing Authority's established guidelines for scheduled annual leave.
- d. Holiday overtime provisions do not apply to floating holidays.
- e. Floating holidays may be taken in two hour increments.
- f. Floating holidays must be used during the payroll year in which they are gained.
- g. Any unused Floating Holidays will not be paid out upon separation of service.

C. Annual Leave

Annual leave is provided for the purpose of vacation, personal business, emergencies, illness, medical and dental appointments, and any other reason an employee cannot be present at work.

1. Eligibility:

Annual leave is accumulated in accordance with the following schedule:

Employee Category	Hours of Annual Leave Earned per Year					
Years of Service	1 – 2	3 - 4	5 - 9	10 - 14	15 - 19	20+
Classified Service and Temporary Exempt Service ^{1 2 3}	120	136	160	184	208	232
Airport Firefighters and Airport Fire Lieutenants ⁴	144	164	192	221	250	279
Exempt Service ^{2 3}	144	160	184	208	232	256
<p>1 Excludes temporary employees with less than one month of continuous service.</p> <p>2 Partial accumulation of annual leave is authorized for employees who are generally scheduled for less than a 40 hour workweek in a ratio which reflects the direct proportion that the generally scheduled hours bear to a 40 hour workweek.</p> <p>3 No accumulation of annual leave is authorized for any time work beyond a 40 hour workweek.</p> <p>4 No accumulation of annual leave is authorized for any time worked beyond the 159 hours during the established 21 consecutive work day period.</p>						

2. Application:

- a. Up to one year of continuous temporary service immediately preceding appointment to a permanent position will be counted for purposes of years of service in accruing annual leave.
- b. Having annual leave in one's leave bank does not guarantee that requested time off will be approved. Managers and supervisors may deny an employee's request for time off for business reasons.
- c. Except as provided within the FMLA Handbook or in the event of a declared emergency (Personnel Rule 3.D.6.g), all annual leave must be expended prior to the use of Leave Without Pay.
- d. Annual leave is not earned when an employee is in a non-pay status.
- e. There is no limitation on the number of annual leave hours which may be accrued.
- f. Advance payment for annual leave is prohibited.
- g. Annual leave must be scheduled in advance according to the Appointing Authority's requirements. Leave not requested and approved in accordance with such requirements will be considered unscheduled and may result in disciplinary action.
- h. When an employee is transferred within the Unified Personnel System the employee's accumulated annual leave will also be transferred and such leave, when taken, will be chargeable to the department to which the transfer was made.
- i. Annual leave will not be earned when used in conjunction with a resignation, retirement or other separation from service.
- j. Payment for annual leave will be made on the regular pay date at the employee's applicable rate of pay when used.
- k. Upon separation from service, employees shall receive lump sum payment for all unused annual leave up to a maximum of three times the employee's annual leave accrual rate. Such payment shall be made at the employee's regular rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.

D. Extended Illness Leave *(This provision only applies to employees hired before 1995 who have an Extended Illness Leave balance.)*

Accrued extended illness leave may be granted for any absence.

1. Disposition Upon Separation

- a. Upon separation, employees shall receive lump sum payment for 50% of all unused extended illness leave. Such payment shall be made at the employee's base rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.

- b. Payments made pursuant to this section shall not be considered in any State-administered retirement system as salary payments, and shall not be used in determining the average final compensation of an employee in any State-administered retirement system.

2. Disposition for Transferred Employees

When an employee is transferred within the Unified Personnel System, the employee's accumulated extended illness leave shall also be transferred and such leave, when taken, shall be chargeable to the Department to which the transfer was made.

3. Coordination with Disability Income Plans

The County makes available Short Term Disability (STD) as well as Long Term Disability Insurance. Benefits are governed by the plans in place at the time of disability. An employee is not eligible for STD benefits until exhausting all extended illness leave. In no event shall an employee receive any combination of extended illness and STD for longer than the employee would have been eligible to receive STD.

E. Personal Day

1. Eligibility:

Employees in permanent positions will be allowed one 8 hour Personal Day, except that Classified employees serving their first year of employment in a permanent position are not eligible for the Personal Day.

2. Application:

- a. The Personal Day is for eight hours pay for employees with a normally scheduled workweek of at least 40 hours and a prorated number of hours for employees with a workweek of fewer than 40 hours computed according to the ratio that the employee's workweek bears to a 40 hour workweek.
- b. Employees whose standard work day is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard work day unless doing so causes the number of hours in the workweek to exceed their generally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.
- c. The Personal Day may be used in four hour increments.
- d. Employees must notify their supervisor of their intent to use the Personal Day as soon as practicable. The Personal Day will not be considered when evaluating the employee's attendance.
- e. If taken immediately before or after a recognized holiday, The Personal Day must be scheduled and approved in advance in accordance with department requirements for other schedule leave or will be considered unscheduled.

- f. The Personal Day must be used in the payroll year in which it is gained.
- g. Any unused Personal Day will not be paid out upon separation of service.

F. Funeral Leave

Eligible employees may be granted three days leave of absence with pay in the event of the death of any person residing in the employee's household or any member of the employee's immediate family.

1. Eligibility:

Employees in a permanent position including those in a probationary status

2. Application:

- a. Immediate family shall mean spouse, child, parent, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepchildren, grandparents, **grandparent-in-laws**, or grandchildren of the employee or spouse.
- b. At the discretion of the Appointing Authority, additional time may be granted as scheduled leave. The time will be chargeable to any accumulated leave the employee has, or if the employee has no accumulated leave, to leave without pay.

G. Jury Duty and Witness Duty

Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant. Presentation of a summons or subpoena to appear in court is required before such leave is granted.

H. Injury

An employee who has sustained a compensable workers' compensation injury, has not reached maximum medical improvement (MMI) and has returned to work but whose injury necessitates that palliative or remedial care from their authorized physician be continued will be allowed reasonable leave with pay of up to ten hours per pay period for treatment and travel to and from the authorized physician. Payment for absences beyond a total of ten hours per pay period will be offset by the use of any accumulated leave.

I. Other

Upon approval of the Appointing Authority, other leaves of absence with pay may be allowed if such leave is deemed to be in the best interests of the organization.

J. Leave of Absence Without Pay

Upon request of an employee, an Appointing Authority may grant a leave of absence without pay for any reason deemed to be in the best interest of the organization and may require presentation of appropriate documentation in support of such request.

K. Military Training/Duty

Leave of absence for military training and duty will be granted in accordance with Florida and Federal law.

L. Unauthorized Absence

Unauthorized absences from work for a period of three consecutive working days may be considered as the employee's voluntary resignation by the Appointing Authority.

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Rule 5. Reduction in Force

A. General Provisions

1. The provisions of this rule apply to layoffs and displacements within the Classified Service.
2. A reduction in force means separation of employees from the Classified Service as a result of:
 - a lack of funds,
 - a lack of work,
 - abolition of a position, or
 - material changes in duties or organization.
3. When a reduction in force is necessary, the Appointing Authority implementing the reduction in force will determine the:
 - organizational unit(s) under his/her jurisdiction in which the reduction can best be accomplished,
 - job classifications within those organizational unit(s) from which the reduction will occur, and
 - positions within the job classifications that will be eliminated.

B. Reduction in Force Plan

1. Notice

The Appointing Authority implementing a reduction in force will file notice of his/her Reduction in Force Plan with the Unified Personnel Board at least 21 days prior to its effective date. The notice will include the factors, weights, and methodology to be used in calculating retention scores, the organizational unit and job classes from which the reduction will be made and the positions to be eliminated.

2. Retention Scores

The layoff order of regular status classified employees within a job classification designated for reduction within an organizational unit will be determined by the retention scores calculated for each employee within the designated job classification within the designated organizational unit. The employee with the lowest retention score will be laid off first. At a minimum, the retention score will give due consideration to the following factors:

- organizational need,
- seniority,
- veterans' preference,
- proficiency of the employee as measured by evaluations of performance and disciplinary actions.

3. Displacements

The reduction in force plan will also indicate whether the Appointing Authority will consider displacements of employees designated for layoff to lower level job classifications as described in section C of this rule.

4. Before any non-probationary, regular status employee in a job classification being reduced is laid off, temporary employees within that job classification in the organizational unit will be laid off.
5. Prior to implementation of the layoff plan, the following employees who are serving in a position to be reduced within the organizational unit will be returned to the lower class position in which the employee was serving:
 - employees temporarily promoted,
 - employees provisionally promoted,
 - promoted employees who have not completed six month of satisfactory service following the promotion.
6. A regular status classified employee offered displacement in lieu of layoff who rejects the displacement offer will be laid off.

C. Displacement

1. If an Appointing Authority is allowing displacements in the reduction in force any regular status employee who would otherwise be laid off may fill a vacant position or displace an employee in a lower pay classification in the same selected organizational unit provided:
 - the regular status employee has successfully encumbered a position within the lower level job classification,
 - the Appointing Authority certifies that the regular status employee meets the minimum qualifications of the classification and the position and is capable of performing in that classification and position; and
 - the regular status employee who would otherwise be laid off has a retention score for the position in the lower level job classification from which he/she would displace another employee that is equal to or greater than the retention score of the employee he/she would displace.
2. An employee who is placed in a lower level/pay grade position as result of the displacement process shall retain his/her base rate of pay not to exceed 10% above the maximum of the pay grade of the job classification to which he/she is displaced.
3. An employee displaced to a lower level/pay grade position will have his/her name placed on the list of qualified applicants for the job classification from which he/she was displaced for one year and shall, along with laid off employees, receive all due consideration prior to the consideration of other applicants.

4. Notwithstanding any other Personnel Rule, an employee displaced under this Personnel Rule who is promoted within one year of the effective date of displacement is eligible for a pay rate adjustment as follows:
 - a. An employee promoted to a position within the job classification or the pay grade from which the employee was displaced shall be restored to the pay rate he/she was earning on the date of displacement.
 - b. An employee promoted to a position at a lower pay grade than that from which the employee was displaced shall be placed at the pay rate the employee would have received if he/she had been displaced directly into that position.
 - c. An employee promoted to a higher pay grade than that from which the employee was displaced shall be entitled to a salary adjustment in accordance with Personnel Rule 2, except that the salary adjustment will be applied as though the employee was still in the position from which he/she was displaced.

Pay rate adjustments for promotions which occur more than one year after the effective date of displacement will be made in accordance with the normal promotional pay rate adjustments at the time of promotion.

5. Determinations relating to displacement under this Personnel Rule are not grievable and may not be appealed except to the Appointing Authority as described in Personnel Rule 5.D.2.

D. Rights of laid off employees

1. An employee separated by layoff shall be given at least 21 calendar days notice of the layoff.
2. An employee to be laid off who objects to the layoff decision shall have recourse by requesting within seven calendar days of notification to meet with the Department Director to discuss the determination of the retention. After such meeting(s), if the employee continues to object to the layoff decision, he/she shall have the right to meet with his/her Appointing Authority or designee to discuss his/her objection to the layoff decision and request a change in the layoff decision. The request must be made within seven calendar days of the conclusion of the prior meeting(s). The decision of the Appointing Authority following that meeting shall be made within seven calendar days and shall be final.
3. Upon separation, in accordance with applicable Unified Personnel System rules, the laid off employee shall be paid for his or her accumulated Extended Illness Leave and Annual Leave, and shall be paid all accrued compensatory time. There is no entitlement to pay for unused Floating Holidays or Personal Days.
4. Re-employment:
 - a. A regular status employee who is laid off shall have his/her name placed on the list of eligible candidates for the job classification from which the employee was laid off.

- b. To the extent possible, recruitments for positions within job classifications impacted by layoff will be filled from a Layoff Register. Individuals on the Layoff Register will be given all due consideration before any other applicants.
- c. A laid off employee who is re-employed within one year from the effective date of layoff shall:
 - i. be credited with his/her Annual Leave and Extended Illness leave balances which were accrued but not paid at the time of layoff;
 - ii. accrue Annual Leave at the same accrual rate the employee was accruing at the time of layoff; and
 - iii. if re-employed within the same job classification from which he/she was laid off, be placed in the same pay grade and pay rate he/she was in at the time of layoff, or the minimum of the pay rate of the job classification, whichever is greater, and shall not be required to serve a probationary period in that position.
- d. A laid off employee who is rehired into a job classification other than the one from which he/she was laid off, or who is rehired after more than one year from the effective date of the layoff, shall be hired at a salary commensurate with the hiring practices of the County at the time of hire and serve a probationary period as defined in applicable Personnel Rules.

E. Grievance Procedure for layoff or displacement

A regular status Classified Service employee displaced or laid off under this rule who believes that the Appointing Authority has wrongfully applied the rule may file a grievance on that sole issue as follows:

1. The aggrieved employee shall place the grievance in written form and submit it to the Director of Human Resources with a request for an informal hearing before an Informal Grievance Committee within 14 calendar days of notification of the action grieved. Failure of an employee to timely initiate a grievance will result in rejection of the grievance without further action.
2. The employee shall use the Layoff grievance form available in the Human Resources Department or on its website for this purpose and shall state the specific reason(s) for his or her claim that the Appointing Authority has wrongfully applied Personnel Rule 5.
3. The Director of Human Resources shall determine if the grievance meets the requirements of this rule; and if not, reject the grievance without further action. This determination shall be final. If the grievance meets the requirements of this rule it shall be forwarded to the Informal Grievance Committee.
4. The Informal Grievance Committee shall be a three member Committee composed of the Appointing Authority or designee, the Director of Human Resources or designee and a classified employee selected by the Director of Human Resources and the Appointing Authority.

5. The informal hearing shall be arranged by the Director of Human Resources and shall be held within fourteen calendar days from the date the written request was received from the aggrieved employee. At the hearing, each party will be allowed 15 minutes to present argument(s) in support of his/her position. Each party is responsible for obtaining his/her own exhibits, if any, and bringing four copies of each exhibit to the hearing. Each of the three Committee members and the opposing party shall receive a copy of each exhibit presented or referred to in the argument.
6. The burden shall be on the employee to establish violation of this rule by a preponderance of the evidence.
7. The hearing shall be held in the sunshine as required by Fla. Stat. §286.011 and a decision shall be rendered at the conclusion of the hearing. That decision shall be final.

Rule 6. Discipline

A. Applicability & Purpose

This rule applies to employees in the Classified Service.

The purposes of this rule are to establish procedures for administering discipline and to recommend standard ranges of penalties to promote reasonable consistency in discipline. The level of discipline should be dependent on the facts and circumstances surrounding the behavior or performance issue. The impact of the behavior or performance, the totality of the employee's work record, and any mitigating or aggravating circumstances are relevant in determining the level of discipline administered.

B. Authority to Effect Discipline

1. Subject to the grievance and appeal procedures herein, the Appointing Authority or designee shall have sole authority to administer discipline.
2. Any Classified Service employee may be disciplined for just cause. The types of performance and behavior identified in the attached chart are deemed to constitute just cause. Other causes not specifically listed which in the sole determination of the Appointing Authority negatively impact the efficiency, morale, good order, discipline of the workplace, or the performance of a department, office, or agency may also constitute just cause.

C. Disciplinary Actions

Discipline should be progressive in nature. Progressive means that more severe discipline is warranted if an employee continues to exhibit performance and behavior problems, whether similar in nature or not. Additionally, there are circumstances where a transgression is egregious enough to warrant termination with no prior discipline.

1. Types of Disciplinary Action, in increasing order of severity:
 - a. Verbal Warning
 - b. Written Warning
 - c. Suspension*
 - d. Pay Reduction*
 - e. Demotion*
 - f. Dismissal

*considered the same level of discipline

2. Procedure

The following procedure should be used when administering discipline.

a. Verbal Warnings and Written Warnings

Verbal Warnings and Written Warnings are levels of formal discipline that do not require a pre-disciplinary hearing. However, Warnings should be issued at

a meeting with the employee. The meeting is the time to inform the employee of the factual basis for the discipline, explain expected corrective action and deliver the documentation of Warning. The employee shall be allowed to make comments during the meeting.

Verbal Warnings and Written Warnings will be memorialized in a written document, the Warning, which should be given to the employee at the meeting. The document should include the factual basis for the discipline and the expected corrective action. The document should also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline. The employee shall be required to acknowledge receipt of the Verbal or Written Warning by signing the document.

b. Suspension

Suspension is a period of time off work without pay. Suspensions require a pre-disciplinary hearing. Written notice of suspension shall be given to the employee. The notice shall include the factual basis for the suspension, the length and details of the suspension, and the expected corrective action. The notice shall also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline.

c. Pay Reduction

Pay Reduction is a reduction in an employee's pay rate. Pay reductions require a pre-disciplinary hearing. Pay reductions shall be limited to a maximum of five percent. Written notice of Pay Reduction shall be given to the employee. The notice shall include the factual basis for the pay reduction, the amount and effective date of the pay reduction, and the expected corrective action. The notice shall also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline.

d. Demotion

Demotion is a change to a position in pay grade for which the maximum pay rate is lower than that of the employee's current pay grade. Demotions require a pre-disciplinary hearing. Written notice of Demotion shall be given to the employee. The notice shall include the factual basis for the demotion, identify the pay grade and pay rate of the position into which the employee is demoted, the effective date of the demotion, and the expected corrective action. The notice shall also inform the employee that future additional performance deficiencies or behavior problems, whether similar or not, could result in additional disciplinary action. Upon such demotion a probationary employee shall serve the balance of his/her probationary period and a regular status employee shall not be required to serve another probationary period.

e. Dismissal

Dismissal is separation from employment. Dismissals require a pre-

disciplinary hearing. Written notice of Dismissal shall be given to the employee.

3. Pre-Disciplinary Hearings

Before issuing a Suspension, Pay Reduction, Demotion or Dismissal, the Appointing Authority shall provide written notice of his or her intent to administer discipline and offer the employee the opportunity to discuss the situation at a pre-disciplinary hearing. Such hearing shall be held by the employee's Department Director or that Director's designee. The notice shall include the factual basis for the discipline being considered and the just cause for the discipline and advise the employee of the date and time of the pre-disciplinary hearing.

The pre-disciplinary hearing is the employee's opportunity to be heard on issues related to the proposed discipline. Employees may be represented by a person of their choice at their pre-disciplinary hearing.

Pre-Disciplinary hearings may be conducted in the manner determined appropriate by the respective Appointing Authority.

D. Retention of Disciplinary Documentation

Discipline actions shall remain active for at least the minimum time specified below:

Verbal Warning	6 months
Written Warning	9 months
Suspension, Pay Reduction, or Demotion	12 months

If the Appointing Authority has determined the problem necessitating the discipline has been corrected by the employee and additional performance or behavior problems have not occurred during the designated time frame, the Appointing Authority may request that discipline actions be inactivated. Even if inactive, all documentation will be retained as a part of the personnel file and available in accordance with Chapter 119, Florida Statutes. The determination of the Appointing Authority regarding inactivation is final and **not** subject to grievance.

E. Grievance of Discipline Actions & Appeals of Dismissal

1. Grievances

An employee may grieve disciplinary action, except dismissal, by filing a written grievance in accordance with the grievance procedure specified in Personnel Rule 7.

2. Appeals of Dismissal

Except as provided herein, a regular status employee may appeal a dismissal directly to the Unified Personnel Board by filing a written notice of appeal with the Director of Human Resources within 15 calendar days from the notice of the dismissal. A promoted employee serving the probationary period following a promotion who has, in the promotional position and in any other lesser classification combined, continuously served a total of one year or more immediately preceding the disciplinary action shall be considered a regular status

employee for purposes of this section.

Human Resources staff may advise the employee and the Appointing Authority of all rights and responsibilities in the appeal procedure but shall not act as a representative or advocate for either.

3. Representation

The employee may, if desired, be represented by counsel or lay person during hearings conducted under the provisions of this rule.

4. Unified Personnel Board Appeal of Dismissal Hearings

Employees appealing their dismissal under this rule shall be provided a fact-finding hearing before the Unified Personnel Board at which both parties shall have the opportunity to be heard in person, to be represented by lay person or by counsel, and to introduce testimony and evidence. Board Hearings shall be conducted in accordance with the Unified Personnel Board's appeal procedures.

F. Suspensions Pending Judicial Review

When an employee has been indicted or has had an information filed against him or her for a felony, a misdemeanor involving moral turpitude, or any offense in which a conviction would adversely affect the efficiency or morale of the County Service, the Appointing Authority may, in his or her sole discretion, suspend that employee with or without pay until any such charge has been prosecuted to its conclusion. Written notice of suspension shall be provided to the employee.

In the event the suspension is without pay, the employee will be given an opportunity, either orally or in writing to present to the Appointing Authority reasons why the suspension without pay would be inappropriate.

At the conclusion of the charge, if the employee has been found guilty, has pled guilty whether adjudication is withheld or not, or entered a pre-trial intervention or similar program, the Appointing Authority may proceed with termination, in accordance with the procedure in Section 2.

In the event the employee has been tried and acquitted or the information or indictment is quashed or dismissed, the employee may present appropriate documentation to the Appointing Authority and request reinstatement in writing within 15 calendar days of the acquittal or other disposition of the case. This request must be made by delivering the request and documentation to the Appointing Authority. Failure of an employee to request reinstatement from the Appointing Authority within 15 calendar days of the acquittal or other disposition of the case shall be deemed a voluntary resignation of employment. Upon verification that such documentation is genuine and accurate, the Appointing Authority may reinstate the employee with or without back pay.

If the Appointing Authority does not reinstate the employee, the employee may, within 15 calendar days of denial of reinstatement, petition the Unified Personnel Board for reinstatement by delivering a written request for reinstatement to the Director of Human Resources. Failure of an employee to timely file such written request with the Director of Human Resources shall be deemed a voluntary waiver

of the employee's right to seek reinstatement from the Unified Personnel Board and will be considered a voluntary resignation. Such resignations shall not be appealable.

Back pay is limited to wages and benefits lost during the suspension period, less sums from all other sources including wages or salary earned and monies received from any and all public assistance and unemployment compensation for the suspension period. The Unified Personnel Board has no authority to grant back pay. Only the Appointing Authority may grant back pay.

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Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D1	Substandard quality or quantity of work.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal
D2	Sleeping on the job.	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal	
D3	Failure to perform assigned duties.	Verbal warning to 3 Day Suspension	Written warning to 5 Day Suspension	Dismissal	
D4	The employee refused to answer questions from a superior or investigative agency relating specifically and directly and narrowly to the employee's official duties, after the employee had been warned that refusal to answer such questions could lead to disciplinary action and that statements made by employees under such circumstances were inadmissible as evidence in a criminal prosecution.	3 Day Suspension to Dismissal	Dismissal		
D5	Insubordination.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D6	Excessive tardiness or absenteeism.	Verbal Warning to Written Warning	Written Warning to Reduction in Pay	Reduction in Pay to Dismissal	Dismissal
D7	Leaving work station without authorization.	Verbal Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal	
D8	Absence without authorized leave. <i>Note: Unauthorized absences from work for a period of three consecutive working days may be considered as the employee's voluntary resignation by the Appointing Authority and as such may not be grieved.</i>	Written Warning	3 Day Suspension	Dismissal	
D9	Intentional falsification of records.	3 Day Suspension to Dismissal	Dismissal		
D10	Misuse or destruction of property or equipment.	Verbal Warning to Dismissal	3 Day Suspension to Dismissal	5 Day Suspension to Dismissal	Dismissal
D11	Unauthorized use of County equipment or property.	Verbal Warning to Dismissal	3 Day Suspension to Dismissal	Dismissal	
D12	Violation of written rules, regulations, policies or statutes.	Verbal Warning to	Written Warning to	3 Day Suspension	Dismissal

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
		Dismissal	Dismissal	to Dismissal	
D13	Negligence resulting in minor consequences.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	Dismissal	
D14	Negligence resulting in serious consequences.	3 Day Suspension to Dismissal	Dismissal		
D15	Unauthorized distribution, solicitation, or sales.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	Dismissal	
D16	The employee engaged in a physical fight while on duty.	3 Day Suspension to Dismissal	Dismissal		

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D17	<p>The employee is in possession of a deadly weapon on County owned or leased property or in a County owned or leased vehicle at any time, or in a personal vehicle while being used for County business except:</p> <ul style="list-style-type: none"> a. if specifically authorized in advance by the employee's appointing authority, or b. With regard to a firearm, is otherwise specifically allowed under Florida Statute §790.251. <p>Deadly weapon means any instrument which will cause great bodily harm or death when used in its ordinary and usual manner. For this infraction, deadly weapons include, but are not limited to: firearms, clubs, knives (other than a common pocket knife with a folding blade or an eating utensil), stun guns, brass knuckles, nunchucks, throwing stars, and other martial arts weapons.</p>	3 Day Suspension to Dismissal	Dismissal		
D18	The misappropriation of County funds, appropriation of County property for personal use, or illegal disposition of County property.	3 Day Suspension to Dismissal	Dismissal		
D19	Violation of County Substance Abuse Drug Free Workplace Policy or Testing Policy for Commercial Motor Vehicle Drivers CDL Testing Policy.	Dismissal			
D20	The employee has engaged in conduct unbecoming an employee of the County.	Written Warning to Dismissal	Dismissal		

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D21	Finding of guilty or plea of guilty or <i>nolo contendere</i> to an employment-related first degree misdemeanor, or felony whether adjudication of guilt is withheld or not.	3 Day Suspension to Dismissal	Dismissal		
D22	Finding of guilty or plea of guilty or <i>nolo contendere</i> to a misdemeanor or felony involving moral turpitude*, whether adjudication of guilt is withheld or not and whether related to employment or not.	Written Warning to Dismissal	Dismissal		
D23	Violation of Pinellas County Anti –Harassment Policy.	3 Day Suspension to Dismissal	Dismissal		
D24	With a reasonable accommodation, the employee is incapable of performing the essential functions of the job position because of a mental or physical disability.	Demotion or Dismissal			
D25	Attempt to use political influence in personnel matters.	Written Warning to Dismissal	Dismissal		
D26	The employee has intentionally falsified a time record or made a false claim for leave, or failed to report absence from duty to supervisors.	3 Day Suspension to Dismissal	Dismissal		
D27	The employee, after employment, is found to have made a false statement in his application for employment.	Written Warning to Dismissal			

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D28	The employee's conduct is offensive or antagonistic toward superiors, fellow employees or the public. The actions include but are not limited to verbal abuse, intimidation or the use of profane or obscene language	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	
D29	The employee's conduct interferes with the proper cooperation of coworkers or impairs the efficiency, morale, good order or discipline of the workplace.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	
D30	The employee required to maintain an active driver's license has had his or her driver's license suspended or revoked; or has failed to report a suspension or revocation to his supervisor by the next scheduled work day immediately following notification of the suspension or revocation; or has driven a county owned or leased vehicle or his or her own vehicle on county business after such revocation or suspension.	Demotion or Dismissal	Dismissal		
D31	The employee whose position requires the operation of a motor vehicle in the performance of their duties, fails to immediately advise of a conviction for violation of any motor vehicle law or ordinance for which more than three points are assessed pursuant to Section 322.27, Florida Statutes, or any conviction under Sections 316.193 or 316.1931, Florida Statutes (driving under the influence).	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal
D32	The employee has failed to obtain or maintain the required certification for their job position.	Demotion or Dismissal			

Disciplinary Guidelines					
		Disciplinary Action Ranges			
Infraction		First Level	Second Level	Third Level	Fourth Level
D33	The employee, whether on or off the duty, has engaged in employment or other activity which is inconsistent or incompatible with his or her assigned duties, functions, or responsibilities, or one that is in legal, moral, or technical conflict with such duties.	3 Day Suspension to Dismissal	Dismissal		
D34	That the employee has violated Section 447.505, Florida Statutes, or any subsequent amendments thereto or any other related, applicable Florida Statute, or has induced or attempted to induce, or aided or abetted any employee of Pinellas County to engage in any strike or walk-out against Pinellas County or any organizational department or unit thereof.	Dismissal			
D35	Violation of Pinellas County Statement of Ethics	Verbal Warning to Dismissal	Dismissal		
D36	Failure to perform a reasonable amount of emergency work outside normal working hours when directed to so do by proper authority.	3 Day Suspension to Dismissal	Dismissal		
D37	During employment the employee fails to report to management that he or she was arrested by the first scheduled work day immediately following the arrest.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	
D38	That the employee has violated the department's or Appointing Authority's stated values.	Verbal Warning to Dismissal	Written Warning to Dismissal	Suspension to Dismissal	Dismissal

Rule 7. Employee Grievances

A. Applicability & Purpose

1. This rule applies to employees in the Classified Service.
2. The purpose of this rule is to establish a process through which an employee may seek redress for covered issues relating to his or her employment and to improve employee-management relations through a fair method of resolving problems.
3. When appeal, complaint, or grievance procedures are already established for a particular issue or subject, those procedures shall be followed and this Rule shall not apply.

B. Non-Retaliation

Employees shall not be subjected to retaliation for using the grievance process.

C. Time for Grievance

The Appointing Authority shall allow the aggrieved employee reasonable time to consult with the Human Resources Department and participate in the grievance process. However, the Appointing Authority is not required to provide the grievant unlimited work time to prepare or participate in the process. Time approved by an Appointing Authority during normal duty hours shall not be charged against the employee. Except for time at an informal grievance panel hearing, time spent by a grievant outside of the employee's normal duty hours shall not be counted as hours worked.

D. Guidance

Human Resources staff may advise the employees and Appointing Authorities regarding the grievance and appeal process but shall not act as a representative or advocate for either.

E. Covered issues and Level of Appeal Available

A classified service employee may grieve:

1. Discipline (verbal warning, written warning, suspension, demotion, reduction in pay);
2. A misapplication of a Personnel Rule, as applied to the grievant;
3. A misapplication of an established departmental policy, procedure, or rule if that policy, procedure, or rule was approved by the Unified Personnel Board, as applied to the grievant;
4. Formally documented records of performance as determined under the County's prescribed performance management system;
5. Discretionary pay increase decisions.

Level of Appeal Available

Grievance Issue	Level of Appeal			
	Informal	Department Head	Informal Grievance Committee	Unified Personnel Board
Discipline: verbal & written warnings	X	X	X	
Discipline: suspensions, demotions, reductions in pay	X	X	X	X
Misapplication of Personnel Rule	X	X	X	X
Misapplication of department policy, procedure, or rule (if approved by the Unified Personnel Board)	X	X	X	X
Formally documented record of performance	X	X		
Discretionary pay increase decision	X	X		

F. Exceptions

1. Dismissals are not subject to grievance. Dismissals of regular status employees may be appealed directly to the Unified Personnel Board pursuant to Personnel Rule 6.E.
2. Demotions for inability of regular status employees during the first six months after a promotion are not subject to grievance.
3. Layoffs and displacements under Personnel Rule 5 are not subject to grievance.

G. Procedure for Grievance

1. Unless appeal, complaint, or grievance procedures are already established for the particular issue or subject, the following procedure applies.
2. Filing: Grievances proceeding beyond Step 1 must be filed in writing on the forms provided by the Human Resources Department.
3. Timing: All steps in the grievance process must be taken within the time frames specified.

- a. A grievance must be initiated within 15 calendar days from when the employee first becomes aware of the aggrieved situation.
- b. Failure of an employee to timely file a grievance or timely initiate any step in the process will result in rejection of the grievance without further action. Such rejection is final.

4. Process:

a. Informal Resolution

An employee is encouraged to attempt resolution for his or her issue with the immediate supervisor or other appropriate level of management in his or her Department before proceeding to a formal grievance. In cases where the issue is not resolved, an employee may, within 15 calendar days of when the employee first becomes aware of the aggrieved situation, start the process at Step 1.

b. Step 1. Department Head

Process for Step 1:

- i. Grievant submits written grievance on the established Human Resources form to the Department Head.
- ii. The Department Head should consider the grievance and discuss it with the employee and other management, if necessary, to reach a decision. The Department Head's decision must be delivered in writing to the employee on a copy of the grievance form submitted by the employee.
- iii. The Department Head's response must be delivered within seven calendar days from the date the employee submits the form.
- iv. If the employee is dissatisfied with management's response, or does not receive a response within seven calendar days of the date the employee submitted his grievance form to the Department Head, the employee may proceed to Step 2 (unless the subject matter is limited to resolution at Step 1).

c. Step 2: Informal Grievance Committee

Process for Step 2

- i. Grievant submits a written request on the established Human Resources Department form to appeal the Department Head's decision with the Director of Human Resources. The request must include a copy of the Department Head's response from Step 1. If no response was received, the Grievant must state so in the written request and must attach the form from Step 1.
- ii. Upon receipt of a proper and timely request to appeal, the Director of Human Resources shall convene an Informal Grievance Committee in accordance with established Human Resources policy.

- iii. The Informal Grievance Committee hearing shall be scheduled by the Director of Human Resources within 30 calendar days from the date grievant files the request to appeal the Department Head's response. Continuances for good cause shown may be granted by the Director of Human Resources.
 - iv. The complete hearing shall be conducted in the Sunshine, in accordance with Florida. Statute Chapter 286.
 - v. The hearing shall be a fact-finding hearing at which both parties have the opportunity to be heard in person, to be represented by lay person or counsel, and to introduce testimony and evidence. Informal Grievance Committee hearings shall be conducted in accordance with Human Resources procedures.
 - vi. The result of the hearing shall be announced at the conclusion of the hearing.
 - vii. The written decision of the Informal Grievance Committee shall be provided to the parties within ten calendar days from the conclusion of the hearing.
 - viii. An employee dissatisfied with the Informal Grievance Committee decision may proceed to Step 3 (unless the subject matter is limited to resolution at Step 2).
- d. Step 3: Unified Personnel Board Appeal of Grievance Hearing
- i. Except as provided herein, either party may appeal the decision of the Informal Grievance Committee to the Unified Personnel Board by filing a written notice of appeal with the Director of Human Resources within ten calendar days of the date of the written decision of the Informal Grievance Committee.
 - ii. Failure to appeal within ten calendar days shall be deemed voluntary waiver of a party's appeal right.
 - iii. Unified Personnel Board appeals from Informal Grievance Committee decisions shall be conducted in accordance with the Unified Personnel Board's appeal procedures.

Rule 8. Political Activities

A. Prohibited Activities

1. All employees, Classified or Exempt Service, are prohibited from taking an active part in a political campaign while on duty or during the time which the employee is expected to perform services for which compensation is received from the County.
2. All employees are prohibited from the following while on duty or on County property:
 - a. circulation of or seeking signatures to any petition provided for by any charter or law;
 - b. distributing badges, colors, or other indications favoring or opposing an issue or a candidate for election or nomination to a federal, state, county or municipal public office; or
 - c. making, soliciting or knowingly accepting any political contribution in a building owned by a governmental entity.
3. Classified Service employees are prohibited from holding a public office or being a candidate for public office while employed by the County.

B. Allowed Activities

As long as it is not in violation of Federal or Florida Law, Opinions of the Florida Division of Elections, other provisions of this rule, and occurs during off-duty hours any employee, Classified or Exempt Service, may:

1. Express their opinions on any candidate or issue;
2. Participate in any political campaign; and
3. Serve as a member of the State Executive Committee or County Executive Committee of a political party.

C. Candidacy for Public Office

1. A classified employee is required to resign employment to run for public office as follows:
 - a. If at the Appointing Authority's sole discretion, he or she determines there is a conflict of interest between the employee's duties as a County employee and the employee's candidacy for public office, the employee must resign prior to the date he or she becomes a candidate pursuant to state law; or
 - b. If the Appointing Authority does not require resignation as outlined in C.1.a., above, the date on which the employee becomes a candidate pursuant to state law.
2. An exempt employee is not required to resign employment to run for public office, unless otherwise required by law or his or her Appointing Authority and:

- a. Must obtain approval from their Appointing Authority before the employee files an appointment of treasurer and designation of depository.
- b. Appointing Authorities may require such employees to take a leave of absence during their candidacy.
- c. Approval may be withdrawn by the Appointing Authority at any time if deemed in the best interest of the organization.

D. Hatch Act

Employees whose principal employment is in connection with activity financed, in whole or in part, by loans or grants made by the United States or a Federal Agency are subject to the provisions of the Hatch Act.

Employee Performance Management Program

The Director of Human Resources shall establish and administer a program for evaluating the work performance of employees in the Classified Service. An evaluation process shall be established by Human Resources with the concurrence of the Appointing Authorities for all classified employees.

The performance management program should incorporate frequent discussions and conversations between supervisors and employees on the following:

- Setting expectations
- Supporting growth and development
- Observing and noting performance
- Summarizing performance conversations

Supervisors are expected to memorialize a summary of these conversations on a quarterly basis unless the Appointing Authority adopts an alternative schedule.

Outside or Non-County Employment

In order to provide the best possible service to the citizens of Pinellas County, the County requests the full attention and efforts of our employees and discourages employees from engaging in employment outside of their regular County position.

The County discourages all employees (classified, exempt, permanent and temporary) from engaging in employment outside of their regular County position. However, outside employment that is approved in advance by one's Appointing Authority is permitted. This policy outlines the provisions under which County employees may request permission for outside employment. Failure to obtain permission for outside employment is grounds for discipline, up to and including termination.

1. Prohibited Outside Employment

All County employees are prohibited at all times from engaging in an employment or enterprise, including holding positions on advisory boards and committees, that is inconsistent, incompatible or in moral, legal or technical conflict with their duties, functions and responsibilities as a County employee. Conflict of interest or the perception of conflict of interest is to be avoided.

2. Request for Outside Employment

Prior to engaging in outside employment or other outside enterprise, an employee must obtain permission from his or her Appointing Authority by submitting a request to his or her Appointing Authority seeking approval for the outside employment or enterprise. Unless an Appointing Authority has adopted a different policy, such request should be made on the form available within OPUS for this purpose.

3. Recordkeeping.

Requests and approval/disapproval must be maintained within OPUS as part of the employee's official file. If an Appointing Authority uses alternative documentation, that documentation must be similarly maintained.

4. Approvals/Disapprovals

- a. In all cases, the Appointing Authority's decision is final and not subject to grievance.
- b. Consideration of the following is appropriate:
 - The restrictions on outside employment under the Florida Code of Ethics for Public Employees (Chapter 112, Florida State Statutes).
 - The Pinellas County's Conflict of Interest Ordinance, Pinellas County Code § 2-85 through 2-87.

Outside or Non-County Employment

- Pinellas County's Statement of Ethics
- Whether the employment or enterprise may interfere with the efficient performance of the employee's assigned duties for the County or otherwise create an appearance of conflict.

5. Request Renewal Requirements

Reapproval must be sought if an employee has a change in:

- classification,
- area of assignment, and/or,
- nature of approved outside employment or enterprise.

An Appointing Authority may have additional renewal requirements based on the position held by the employee, the employee's responsibilities, and/or the nature of work performed at the outside employment or enterprise.

Example: must renew every year, must renew every two years, etc. It is the employee's responsibility to be aware of the renewal requirements of his or her Appointing Authority.

6. Withdrawal of approval

An Appointing Authority may withdraw permission for outside employment at any time. Such withdrawal will be provided to the employee in writing. Upon such withdrawal, the employee is required to terminate the outside employment within 14 days.

Personnel Files

Updates

Changes of name, address and/or telephone number must be provided within 30 days of such change. Employees are also encouraged to provide information concerning changes in emergency contact, educational accomplishments, or training skills.

Public Records Requests

Upon request for inspection and/or copying by any person of the personnel file(s) or job application(s) of an employee or applicant for employment by Pinellas County, whether maintained by the Human Resources Department or other department(s), the Human Resources Department or other department shall, to the extent possible, notify the employee or applicant of the request and make said files and applications available for inspection and/or copying at reasonable times and under reasonable conditions. The employee or applicant shall have the right to be present at said inspection and/or copying.

Employee Identification

All employees shall be photographed and issued a photo ID by the Director of Human Resources. All employees are expected to have that County issued photo ID in their possession while at work.

- The ID is not transferable to any other employee or individual.
- Appointing Authorities may require employees to wear or display the ID while at work.
- Photos should be updated every five years or as special needs require.
- Cards must be surrendered upon update and at termination of employment.

Employee Training – Tuition Reimbursement

The Director of Human Resources shall foster and develop a training program for employees of the County Service. The purposes of this program are to increase employee effectiveness, operational efficiency, and to assist employees in preparing themselves for positions of increasing complexity and responsibility. Employee participation in the training program is encouraged but shall be voluntary. Training meetings and courses conducted by Human Resources Department may be held on the employee's own time or, with the approval of the Department Head, during official working hours. Course-work taken through Job Enhancement or Career Development Tuition Reimbursement programs shall be on the employee's own time. Approved leave may be taken to satisfy this requirement, provided the employee does not exceed 40 hours of accumulated work and leave during any week of the training, except as approved by the Department Head.

A. Tuition Reimbursement Through the Job Enhancement Program

One of the principal components of the overall training program is the Job Enhancement Program. This is designed to assist employees by providing financial assistance to pursue educational courses on their own time which will broaden, update or otherwise improve their professional job performance; provided that such education is related to current job responsibilities and will show a direct benefit to Pinellas County.

Classified Service employees who have completed at least one year of regular status employment and exempt service employees are eligible. Eligible employees may pursue off-duty educational or vocational courses which will directly benefit the County in relation to the position they currently hold. Approval will be contingent upon the concurrence of the employee's Department Head or designee, the Director of Human Resources or designee, and the availability of budgeted monies from the County General Fund.

B. Tuition Reimbursement Through the Career Development Program

The Career Development Program is established to assist in the career growth of County employees. This program differs from the Job Enhancement Program in that employees are pursuing courses or a course of study that improves their knowledge, skill, or abilities for other positions within the County Service. The goals and objectives of the program are as follows:

- To ensure a qualified and motivated County work force is being developed for years to come.
- To foster mutual long-term employment commitment between the County organization and individual employees through common goals and objectives.

Employee Training – Tuition Reimbursement

- To help eliminate a minority or gender imbalance or underutilization in the County work force.
- To assist employees in developing and following through on career plans.
- To maintain and improve employee morale and productivity.

Classified Service employees who have completed at least one year of permanent employment and exempt employees pursuing a career path that is beneficial to County Government are eligible. There must be a reasonable probability of completion, after which the employee will be competitive for placement on an Eligible Register. Approval will be contingent upon the concurrence of the employee's Department Head or designee, the Director of Human Resources or designee, and the availability of budgeted monies from the County General Fund.

C. General Policies and Procedures

The following enrollment conditions apply:

- Employees may be required to complete a career plan interview with the Human Resources Department if career goals are not clearly stated or understood (Career Development Only).
- Coursework must be taken on employee's own time.
- It is recommended that the request to enroll form be submitted at least ten days prior to first day of class in order to obtain confirmation of eligibility for reimbursement. Anyone who enrolls and pays for training prior to receiving confirmation of acceptance from the Human Resources Department risks bearing the cost of the program. The Human Resources Department will not consider any enrollment request received more than 30 days after the course completion date unless due to an administrative error which occurs after the request has been submitted by the employee.

Reimbursement requires the adoption by the Board of County Commissioners of an appropriate resolution, the administrative processing for which will be initiated by the Director of Human Resources. The legal basis for such disbursement of public funds for purposes of this kind is Chapter 65-2105, Laws of Florida and Chapter 77-642, Laws of Florida and Pinellas County Board of County Commissioners' Resolution 83-225.

Acceptance into either program may be also restricted because of available funds. Such funding may restrict participation to certain pay grades, classifications, programs or other variables.

Employees whose enrollment is approved will be reimbursed up to a maximum of \$2,800 for full-time employees or \$1,400 for part-time employees per fiscal year, provided that upon completion of the course they can produce a receipt for payment, and a certified record showing that they successfully completed the course. A passing grade of "C" or better is required for undergraduate courses, or "B" or better for graduate courses. When grades are not given, a certified record of satisfactory completion shall be acceptable. Employees may be reimbursed for tuition costs,

Employee Training – Tuition Reimbursement

registration, fees, and books.

Employees may participate in either or both tuition reimbursement programs provided they meet the eligibility criteria. However, reimbursement is limited to a combined total of \$2,800 for full-time employees or \$1,400 for part-time employees per fiscal year; regardless of which program(s) employee use.

Portions of reimbursements may not be split between, or carried over to, different fiscal years. The governing date for determining the fiscal year to which reimbursements will be applied is the completion date of the course(s) taken.

D. Certified Public Manager Program

Florida's Certified Public Manager (CPM) program is intended for employees in management or management staff positions. Employees who are nominated by their Department Head and approved by the Director of Human Resources will have the full tuition costs for these classes reimbursed to them upon successful completion if they enroll for a class level presented by an external organization. In situations where the County contracts to provide an in-house class level, tuition costs will be borne by the County with the employee obligated to reimburse the County should he or she fails to satisfactorily complete the class. Attendance at these courses may be either on employee's own time or at the discretion of their Appointing Authority, during official work time.

Acceptance into this program may also be restricted because of available funds. Employees who are approved to attend must provide a certified record showing successful completion of the course in order to be reimbursed for the expense.

Nepotism

Purpose

It is the County's policy that all appointments and promotions should be based on merit and fitness and conducted in a non-discriminatory manner without regard to factors such as familial status. The act of using your power or influence to get jobs or unfair employment advantages for members of your own family is called nepotism and is strictly prohibited.

The act of using your power or influence to get jobs or unfair advantages for others, whether they are family members or not, may violate the State code of ethics, Fla. Stat. §112.313, et. seq and be cause for discipline up to and including termination.

At a minimum, this policy is intended to comply with the Florida Statute on nepotism (F.S. §112.3135) which prohibits appointment, employment, promotion or advancement of specified relatives by any public official vested with or delegated the authority to appoint, employ, promote or advance, or who is in a position to recommend an individual for appointment, employment, promotion or advancement.

Coverage

The provisions of this policy apply to all County employment appointments, whether in classified or exempt service, including temporary positions.

Emergency employment is excluded from this policy.

In all events, an Appointing Authority has the right to refuse to place employees who are relatives in the same department, division or facility regardless of whether such placement would violate this policy if the Appointing Authority determines such placement would have an adverse impact on supervision, safety, security or morale, involves a conflict of interest, or is otherwise not in the best interests of the employing unit.

Restrictions

1. An employee or Appointing Authority who has been given authority to appoint, employ (hire), promote, or otherwise advance individuals or to recommend individuals for appointment, employment (hire), promotion, or advancement in connection with employment is prohibited from:
 - a. appointing,
 - b. employing,
 - c. promoting, or
 - d. participating on an interview panel to appoint, employee or promote

Nepotism

any relative, as defined herein, if doing so would result in a supervisor-subordinate relationship between that employee or Appointing Authority and the relative.

2. An employee or Appointing Authority may not temporarily delegate the duty or responsibility for appointing, employing, promoting or advancing others to avoid the policy/law.
3. An individual may not be appointed, employed, promoted, or advanced in or to a position in an agency if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual.

Definitions

For the purposes of this policy “relative” means spouse, domestic partner, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin, whether by blood, marriage, or adoption. (This includes relatives designated as “in-laws,” “half’s”, and “steps”.)

“Supervisor-subordinate relationship” means a relationship in which one person exercises the right to either control, direct, assign, reward, evaluate or discipline another person by virtue of the duties and responsibility assigned to his or her position.

An employee is also deemed to be a supervisor for purposes of this policy if the employee has significant influence over such decisions; or if the employee’s opinion on such decisions is given significant weight.

The term Supervisor is intended to include all in the chain of command who routinely approve personnel actions.

Selection for Classified Positions

Pinellas County, the Unified Personnel System, and all Appointing Authorities are equal opportunity employers. Our continuing policy in the substance, design and administration of our personnel programs shall assure the fair and equal treatment of all persons in all aspects for personnel administration without regard to political affiliation, age, race, color, national origin, sex, sexual orientation, gender identity or gender expression, or religious creed, and with proper regard for their privacy and constitutional rights.

A. Announcement of Recruitments

Unless vacancies are to be filled by demotion, transfer, or by certification from layoff eligible lists, they should be filled so far as practical by the promotion of employees in the Classified Service. The Director of Human Resources shall, upon recommendation of the Department Head or Appointing Authority, establish an open competitive or promotional recruitment process. The recruitment shall be advertised through appropriate means necessary to bring the notice of examination to the attention of the prospective applicants. Such notice shall set forth the job requirements and the time and place at which applications for employment may be filed.

B. Application for Employment

No person responding to public notice shall be denied the opportunity of filing an application for employment with the County, and all such applications shall be made on standard forms designed and prepared by the Director of Human Resources. The Unified Personnel System is committed to maintaining a balanced workforce that reflects the diversity of the general population of the County.

C. Rejection of Applications

The rejection of applications shall be objectively based on failure to meet any of the announced requirements, prior unsatisfactory employment in the County Service, giving false information concerning education, skills, licenses, certifications, past employment history or conviction record, prior conviction for a crime if the crime was a felony or first degree misdemeanor and directly related to the position of employment sought, or for other just cause.

D. Eligible Registers

Human Resources will utilize acceptable selection procedures which conform with applicable Federal and State standards and established professional standards. The Director of Human Resources shall establish and maintain eligible registers for recruitment for various job classifications as are deemed necessary to meet the needs of the Classified Service. The type of recruitment

shall be done in accordance with Personnel Rule 2 and with the concurrence of the Appointing Authority. Names of eligible candidates shall be placed on the register in the order of their final earned score and in accordance with veterans' preference requirements set forth in Chapter 295, Florida Statutes. Individuals who are eligible for veterans' preference shall receive preference at every step of the selection process. Active and promotional registers shall be in effect from the date on which they are certified. An Appointing Authority may appoint any person on the eligible list to fill a vacancy so long as this appointment is in conformity with the requirements set forth in Chapter 295, Florida Statutes.

The Director of Human Resources may cancel, postpone, reschedule, or re-announce any examination for any good and sufficient reason deemed in the best interests of County Service.

After the grading of examinations, the Human Resources Department shall advise each candidate as to the result of his or her examination within ten calendar days. Should an employee or new job applicant feel adversely affected or discriminated against in an opportunity for promotion or employment, or believes an injustice has been done in the grading of his or her examination papers, the individual may appeal to the Director of Human Resources within ten calendar days. Should the matter not be resolved by the Director of Human Resources, the Pinellas County employee candidate may appeal to the Unified Personnel Board. Any such appeal to the Personnel Board must be made in writing within five calendar days from the date of the response from the Director of Human Resources and shall specify the cause of complaint. The Unified Personnel Board shall review the matter and shall render a final decision in the matter.

E. Removal of Names from Eligible Register

The names of candidates shall be removed on the basis of the following:

1. Appointment through certification from the register to fill a vacant position.
2. Failure to respond or report, within the time specified in the notice, to any inquiry of the Director of Human Resources or Appointing Authority concerning availability for employment.
3. Separation from the Classified Service.
4. Declining offer of employment three times by a candidate.
5. The return of mailed notices or correspondence sent to the last known address.
6. Discovery that the candidate lacks any of the qualifications prescribed as requirements for admission to the examination for the class or appointment to the position.
7. False statement of any fact or the practice of or attempt to practice deception or fraud in the candidate's application, or examination or, otherwise, in securing appointment or eligibility.

8. At the discretion of the Director of Human Resources, if finding that the candidate has been an unsatisfactory employee in either public or private employment because of inefficiency, delinquency, misconduct, or related reasons.

F. Drug Screening

Pinellas County complies with the Federal Drug Free Workplace Act of 1988 and Florida State Law. Applicants who are conditionally offered employment for positions requiring a CDL driver's license or for positions that are designated safety sensitive must successfully complete a drug screening in accordance with the provisions of the County policy.

G. Initial Medical Evaluation

Dependent on the duties and responsibilities of the position, an individual may be conditionally offered a job contingent on successfully completing a job-related medical evaluation by a physician selected by the Director of Human Resources. The purpose of this evaluation shall be to determine that, prior to beginning work, the individual is capable of safely performing the essential functions of the position.

H. Fingerprinting

All new hires shall be subjected to a national criminal background check. The requirement may be waived by the Appointing Authority for retirees from Pinellas County Government and other temporary workers needed on an emergency basis for periods of 30 days or less.

Resignation from County Service

Although we hope your employment with Pinellas County Government will be a mutually rewarding experience, we understand that various circumstances do cause employees to voluntarily resign employment. The following policy sets out what the employee needs to do if the employee wishes to bring his or her employment with the County to an end for any reason including retirement.

1. **Notice Requirements**

Resigning employees are expected to provide adequate notice of resignation to their Department Head or Appointing Authority. A minimum of two weeks notice is generally expected but professional, technical, supervisory and managerial employees are encouraged to give a minimum of four weeks notice. Failure to provide appropriate notice may be considered in future hiring decisions.

2. **Unauthorized Absence Considered Voluntary Resignation**

Any employee who fails to report to work for three consecutive working days without notice to their supervisor or manager (or designated individual in accordance with department policy) may be deemed by the Appointing Authority to have voluntarily resigned and will not have a right of appeal or to grieve such action.

3. **County Property**

Resigning employees are required to return all County property to their Department promptly. This includes County ID badge, access cards, credit cards, keys, computer/telecommunications equipment, tools, and other equipment.

4. **Notice Period**

During the notice period, all employment policies and procedures continue to apply to the employee who is expected to comply with them and carry out the duties of his or her position. Failure to do so may subject an employee to termination.

Transfer to Inactive Status

If a regular status classified employee has provided documentation establishing an inability to work in his or her position or in another available position in the Appointing Authority at the same or lower classification for which the employee is otherwise qualified; and is deemed not to be a qualified person with a disability entitled to an accommodation under the law; or if there is no reasonable accommodation that can be granted to enable the employee to remain employed, the Appointing Authority may offer the employee Inactive Status designation in conjunction with his or her separation/termination for inability.

An employee who accepts the designation voluntarily waives his or her right to appeal the termination to the Unified Personnel Board.

An employee who rejects the designation and does not return to work within three working days of the deadline within the offer, shall be considered to have voluntarily resigned in accordance with Personnel Rule 4.

The Inactive Status designation shall give the individual a right of first refusal to an available position within his or her former classification with his or her former Appointing Authority for one year from the date of designation.

This right may be exercised by the individual within one year from the date of the designation by submitting a request accompanied by written documentation from his or her treating medical provider to the Appointing Authority requesting the placement.

The documentation must establish the individual's ability to return to the position/classification, with or without accommodation and if with accommodation, provide details of the accommodation being requested. The Appointing Authority may require additional documentation as necessary to determine the individual's ability to return. The individual is expected to cooperate in this process.

If no position is available, the Appointing Authority shall let the individual know. The individual may submit subsequent requests, so long as they are within the one year time period.

Rules:

Rule 1	The Classification Plan
Rule 2	Filling Positions
Rule 3	Compensation
Rule 4	Time off
Rule 5	Reduction in Force
Rule 6	Discipline
Rule 7	Employee Grievances
Rule 8	Political Activities

Policies:

Employee Identification
Nepotism
Outside or Non-County Employment
Resignation from County Service
Employee Training -Tuition Reimbursement
Personnel Files
Employee Performance Management Program
Selection for Classified Positions
Transfer to Inactive Service

Current Rule	New Rule/Policy
I. Definitions	Rule is eliminated. Terms are defined as needed within each rule. In addition, the HR Department will begin building a glossary and make it available on the HR website. It will consist of commonly used terms and acronyms within human resources but the glossary will not limit itself to terms only used within the rules.
II. Recruitment, Selection, and Examinations	Much is Rule 2. Filling Positions. Other components are contained in various policies: 1) selection for classified positions, 2) keeping personnel file current, and 3) County ID
III. Eligible Registers, Certifications, Appointment	Most is contained in Rule 2. Filling Positions, while elements concerning pay are contained in Rule 3. Compensation.
IV. The Classification Plan	Rule 1. The Classification Plan
V. The Pay Plan	Rule 3. Compensation
VI. Promotion	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
VII. Demotion	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
VIII. Transfer	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
IX. Position Reclassification	Some components are in Rule 2. Filling Positions and others in Rule 3. Compensation.
X. Pay Grade Change	Rule 3. Compensation
XI. Standard Workweek, Overtime Compensation, and Standby Assignments	Rule 3. Compensation
XII. Holidays	Rule 4. Time Off

XIII.	Annual Leave	Rule 4. Time Off
XIV.	Extended Illness Leave	Rule 4. Time Off
XV.	County Service Optional Exchange of Leave	Repealed. Leave exchange is now offered during open enrollment for benefits.
XVI.	Leave of Absence	Rule 4. Time Off
XVII.	Worker's Compensation Injuries	Covered by policies from Risk Management and the Appointing Authorities.
XVIII.	Employee Training	Policy: Employee Training - Tuition Reimbursement
XIX.	Employee Performance Review Program	Policy: Employee Performance Management Program
XX.	Adjustment of Employee Grievance	Rule 7. Employee Grievance
XXI.	Outside or Non-County Employment	Policy: Outside or Non-County Employment
XXII.	Resignations	Policy: Resignation from County Service
XXIII.	Layoff, Displacement and Re-Employment	Rule 5. Reduction in Force
XXIV.	Discipline	Rule 6. Discipline
XXV.	Political Activity	Rule 8. Political Activities
XXVI.	Student Work Experience Programs	Covered by provisions within the job classification system: interns, project assistants, etc.
XXVII.	Disabling Illness	Covered by the County's American with Disabilities Act Policy, Family Medical Leave Act, etc.
XXVIII.	Transfer to Inactive Service	Policy: Transfer to Inactive Service

Proposed Personnel Rules Revision Highlights

The Personnel Rules have been reviewed and updated. As a result, the rules were shortened from 28 to 8 rules. The goals of the update were to:

- Make information easy to find.
- Replace “legalese” with plain language.
- Ensure that the Personnel Board’s authority corresponds to the Personnel Act.
- Group similar information together. For example, the new *Rule 4 - Time Off* includes holidays, leave time, annual leave, funeral leave, extended illness, etc. Previously there were four separate rules with leave information.

The following listing details the major proposed revisions:

1. Converted the following rules to policies:
 - Employee Identification
 - Employee Performance Management Program
 - Employee Training -Tuition Reimbursement
 - Nepotism
 - Outside or Non-County Employment
 - Personnel Files
 - Resignation from County Service
 - Selection for Classified Positions
 - Transfer to Inactive Status
2. Removed *Rule 1 - Definitions* and defined terms within each rule as needed.
3. *Rule 2 – Filling Positions* no longer includes the awarding of points for seniority. Veterans will continue to be given a preference in each step of the hiring process for new hires, but not for internal promotions or transfers. Exempt employees who transition to a classified position are now required to serve a one-year probationary period.
4. *Rule 3 – Compensation* specifies that starting pay may be above the minimum with approval of the Appointing Authority in consultation with the HR Director. Previously, starting pay which exceeded the third quartile of the pay grade range required approval of the Personnel Board.
5. *Rule 3 – Compensation* specifies that pay reduction due to demotion is at the discretion of the Appointing Authority so long as the pay does not fall below the minimum or exceed the maximum of the new pay grade. Previously, the rules specified that an employee’s pay was reduced 2.5% for one pay grade reduction, 5% for two grades and 1% for each additional lower pay grade.
6. Promotional pay increases (new *Rule 3*) - Previously a promotion of 1 to 2 pay grades netted a 4% pay increase, and a promotion of 3 or more pay grades netted an 8% pay increase (or the new minimum pay rate for that pay grade, whichever is higher). The new rule allows for higher raises, with a promotional increase range of 4 to 10% at the discretion of the Appointing Authority, or above 10% with consultation with the HR Director.

7. Employees who are “maxed-out” (at the top of their pay grade) will be able to receive raises in a lump sum (new *Rule 3*).
8. Annual leave chart (new *Rule 4*) no longer includes a separate chart for employees hired before 12/25/94 since they now fall within the existing leave chart as employees with 20+ years of service.
9. Funeral leave (new *Rule 4*) still provides 3 days leave with pay, but no longer specifies that the time is “to attend a funeral or memorial service” since the time may be used for any purpose needed.
10. *Military Training/Duty* (new *Rule 4*) was simplified to state that leave will be granted in accordance with Florida and Federal law.
11. *Time Off* (new *Rule 4*) – A new provision has been added to reward employees with 25 or more years of service two additional floating holidays each year.
12. *Disciplinary Actions* (new *Rule 6*) – Oral and Written Reminders have been renamed Verbal and Written Warnings. Disciplinary guidelines have been combined to eliminate redundancies and simplify the process of choosing an appropriate infraction, so there is a total of 38 instead of 49. For example, the new infraction #D28 for offensive conduct combines #25 (profane language), #26 (violating decency) and a portion of #38 (offensive conduct). Some of the discipline ranges have been revised. Employees are now required to sign a Verbal or Written Warning to acknowledge receipt.
13. *Employee Grievances* (new *Rule 7*) – For grievances and appeals, time periods were changed from working days to calendar days. The time to file a grievance was changed from 10 working days to 15 calendar days, and the time to schedule an informal grievance committee meeting was changed from 20 working days to 30 calendar days. The rule more clearly delineates what issues may be grieved, and an easy-to-use chart has been added to clarify the level of grievance available for each issue. The 4-step grievance process has been simplified by removing the old Step 1 which was talking to the supervisor. Employees are still encouraged to attempt to resolve an issue with their supervisor but this is not part of the formal process.
14. Political activities (new *Rule 8*) - Appointing Authorities now have the discretion to allow an exempt employee to run for public office without resigning from county employment unless prohibited by law. This is in line with the Personnel Act which specifies only that classified employees may not run for office.
15. Removed *Rule 17 - Worker’s Compensation Injuries* since this is covered by state law. The provision to allow 10 hours of paid leave per pay period for treatment for injuries is still listed in the new *Rule 4*.
16. Removed *Rule 26 - Student Work Experience Programs* since this is covered by provisions within the job classification system for interns, project assistants, etc.
17. Removed *Rule 27 - Disabling Illness* since this is covered by federal and state law including the Americans with Disabilities Act (ADA).