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The Town also needs to have information about who to contact in case of an emergency. Any changes to personal information should be made by contacting the Finance Coordinator.

Travel Expenses

The Town reimburses its employees for reasonable business travel expenses provided the employee's Supervisor approves the travel in advance. A Travel Approval Request form should be submitted to the employee's supervisor for approval. The Town will reimburse approved travel expenses such as transportation, meals, lodging and other expenses as long as they were necessary to meet the objectives of the trip. A Travel and Expense Reimbursement form should be completed by the employee in order to receive reimbursement from the Town.

Use of Personal Vehicle

If an employee uses their vehicle on Town business, they will be reimbursed after submission of a completed Employee Reimbursement Request form.

Bringing Children to Work

At no time should an employee bring their child/children to work with them, unless it is in conjunction with a event that has been approved by the Town Manager. Employees are expected to make alternative childcare arrangements when the need arises. All children participating in Parks and Recreation programming must be registered according to established policy.

Employee Benefits

Eligible employees of the Town receive many benefits. Some benefits are required by law and cover all employees. The legally required benefits include social security, workers' compensation and unemployment insurance.

There are several factors used to decide if an employee is eligible for a benefit. One important factor is the employment classification. The Finance Coordinator should be consulted to determine which benefit programs apply.

The Town provides the following benefit programs to eligible employees:

- Holidays
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance (short term and long term)
- Retirement

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Social Security
Unemployment Insurance
Workers' Compensation Benefits
Emergency Situations
Child Care Benefits
Annual Leave
Personal Leave
Birthday Leave
Medical Leave
Medical Leave Donation
Time off to Vote
Bereavement Leave
Jury Duty Leave (Witness Duty)
Military Leave
Pregnancy Leave
Personal Leave Without Pay
Public Office Leave of Absence
COBRA

Holidays

The Town observes the following holidays:

New Year's Day	January 1st
Martin Luther King	As designated in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December 24 th
Christmas	December 25 th
New Year's Eve Day	December 31 st

All regular and probationary employees are entitled to Holiday Pay.

When a holiday falls on Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on Sunday, the holiday will be observed on the following Monday.

All non-exempt employees will receive holiday pay at their regular hourly rate for those hours they would normally work on the holiday. Employees who regularly work less than 40 hours per week and who are entitled to holiday pay will receive compensation based upon a prorated

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calculation of the average hours worked per day over the preceding 4 weeks. Exempt employees who are required to work on a holiday will not receive holiday pay, but will be permitted to take a different day off with pay.

Regular full time non-exempt employees who work on a Town recognized holiday shall be compensated at a rate of one and one-half the regular base rate for all hours worked on the holiday regardless of the total hours worked during the work week. Such compensation will be in addition to holiday pay.

Medical Insurance

The Town provides full-time employees and dependents with health insurance benefits. Only full time employees are eligible to participate in the health insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month, coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month, coverage begins on first day of the second month following the date of hire.

Dental Insurance

The Town provides full-time employees and dependents with dental care insurance benefits. Only full time employees are eligible to participate in the dental insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the dental insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month coverage begins on first day of the second month following the date of hire.

Vision Insurance

The Town provides full-time employees and dependents with vision care insurance benefits. Only full time employees are eligible to participate in the vision insurance plan. The Town pays 100% of the employee coverage and 50% of dependent and spouse coverage. Eligible employees may participate in the vision insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. For employees hired from the 1st to the 15th day of the month coverage begins the first day of the month following the date of hire. For employees hired from the 16th to the 31st day of the month coverage begins on first day of the second month following the date of hire.

Life Insurance

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The Town provides a basic life insurance plan for all full-time employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in the event an accident causes a serious injury or death. Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins the first day of the month following full time employment.

Short Term Disability

The Town has a short-term disability (STD) benefits program for all full-time employees. The Town pays 100% of the policy costs for each employee. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness. If the disability is due to pregnancy or a pregnancy related illness, it will be treated the same as any other illness that prevents an employee from working. Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins after 90 days of full time employment.

Long Term Disability

The Town provides long-term disability (LTD) benefits to all full-time employees. The Town pays 100% of the policy costs for each employee. The LTD plan is designed to ensure continuing income in the event an eligible employee becomes disabled due to qualifying disability conditions caused by illness or injury resulting in a long term absence from work. Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between the Town and the insurance carrier. Employee coverage begins after 90 days of full time employment.

The LTD benefits will be offset by any amounts received under Social Security Disability or Workers' Compensation for the same time period.

Retirement Plan

All regular full time employees are eligible to participate in the retirement plan. Participation in the plan begins on the first day of employment. The Town contributes 10% of gross pay for each pay period into the plan. The Town's Finance Coordinator will provide the necessary paperwork to each new employee and arrange for a private meeting with the Town's retirement plan provider.

Social Security

The payment of Social Security and Medicare benefits is made by the employee and the Town. The Town matches employee contribution to Social Security and Medicare and thereby pays

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

Unemployment Insurance

The Town pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own. Eligibility requirements and the amount of benefits an employee receives are specified by state law.

Workers' Compensation Benefits

Employees of the Town are provided Workers' Compensation coverage from the day they begin work. The Town pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately regardless of how minor. If a work related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made the same day by the employee's supervisor. To do this, a Report of Injury form needs to be completed.

Employees are not authorized to go to a physician for a workers compensation injury without first advising their supervisor or Department Director. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any workers' compensation received.

Severe Weather Conditions and Other Unusual Emergency Situations

It is well known that the Town is subject to severe weather conditions, especially in the form of tropical storms, hurricanes and floods. It is crucial to the safety and welfare of the citizens that there be sufficient Town services available during severe weather conditions, weather emergencies and in other emergency situations to provide guidance and protection of persons and property. It is, therefore, necessary to balance the normal concerns for the convenience and well-being of Town employees against the obligations of the employees and the Town to the public safety and welfare. In light of these considerations, employees shall follow the procedures outlined in the Emergency Operation Plan which will be in effect during severe weather conditions, including, but not limited to, tropical storms, hurricanes and floods. Employees will be given time to secure their family's safety and protect their property prior to reporting for work during such emergencies.

Child Care Benefits

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Full-time employees can request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate their child care responsibilities.

Annual Leave

Paid annual leave is a benefit provided for all Regular full-time employees. Leave which is requested and approved prior to the day in which it is taken by the employee shall be considered to be "Scheduled Leave." Leave which is requested and approved on the day it is taken by the employee for reasons including, but not limited to, illness or injury, shall be considered to be "Unscheduled Leave." If an employee cannot report to work because of an illness or injury, they should notify their supervisor, by either telephone or text message, before the scheduled start of the workday, if possible. Their supervisor must also be contacted on each additional day of absence. If an employee has been on medical leave due to a serious injury or health condition, a doctor's statement that the employee can safely return to work and perform their normal job functions may be required. An employee's excessive use of unscheduled leave may be grounds for disciplinary action.

Regular full-time employees begin accruing paid annual leave from the day they begin work. Annual leave is accrued on the first day of each month that the employee works, at the following rates:

0 – 6 years of service	16 hours
7 – 13 years of service	18 hours
14 + years of service	21.33 hours

Department Directors accrue annual leave on the first day of each month that the employee works at the following rates:

0 – 6 years of service	19 hours
7 – 13 years of service	20 hours
14 + years of service	22.33 hours

The maximum annual leave accrual for any employee is 560 hours. On September 30 of each year, any employee who has accrued more than 560 hours of annual leave must use the additional hours prior to the following December 31, or such employee will lose those hours that are in excess of 560, provided, however, that if the employee has been unable to use the hours due to personnel shortage or other emergency, the Town Manager may permit a longer time for the employee to use those hours that are in excess of 560.

Time off for which the employee receives pay from the Town, excluding leaves of absence, will count as hours worked for purpose of annual leave accrual.

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Scheduled leave should be scheduled as far in advance as possible. The Finance Coordinator will maintain the leave accrual schedule and record the annual leave time taken by each employee.

No employee shall be permitted to forgo their annual leave and receive pay in lieu of time off. Upon separation from the Town, an employee shall be paid for accrued annual leave up to a maximum of 560 hours.

For Annual Leave accrual purposes a rehired employee is considered a new employee.

Personal Leave

Full-time employees are entitled to 8 hours of personal leave at the beginning of each fiscal year (fiscal year begins October 1st and ends September 30th). Requests for personal leave must be submitted in writing to the employee's supervisor at least one week in advance. Personal leave must be used during the fiscal year and may not be carried forward. Personal leave may not be taken in increments less than one half (1/2) hour.

Birthday Leave

Full-time employees are entitled to 8 hours of birthday leave at the beginning of each fiscal year (fiscal year begins October 1st and ends September 30). Requests for birthday leave must be submitted in writing to the employee's supervisor at least one week in advance. Birthday leave must be used during the fiscal year and may not be carried forward. Birthday leave may not be taken in increments less than one half (1/2) hour.

Leave Donation

Leave donation allows a qualified employee to voluntarily donate annual leave to another qualified employee who has exhausted all forms of paid leave to which they are entitled and who is unable to work because of extended serious illness or injury. Donated leave must be approved by both the proposed recipient's Department Director and the Town Manager. The amount of hours donated will be determined based on the donor's hourly rate.

Time off to Vote

Employees are entitled to one hour time off with pay to vote on all designated federal, state and local election days. The time of day when such leave is taken must be approved in advance by the employee's supervisor.

Bereavement Leave

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Time off for Bereavement Leave is available for full-time employees, up to a maximum of 4 days, in the event of the death of an employee's:

Father	Step-Father	Daughter-in-Law
Mother	Step-Mother	Brother-in-Law
Brother	Step-Child	Sister-in-Law
Sister	Father-in-Law	Grandchild
Spouse	Mother-in-Law	Grandparent
Child	Son-in-Law	

If more than 4 days are needed, the employee is permitted to take personal leave, annual leave, or leave without pay, with the prior approval of their immediate supervisor.

Part time and temporary employees are not eligible for paid bereavement leave.

Jury Duty

The Town acknowledges an employee's obligation to fulfill their civic responsibility by serving jury duty when required. If a jury duty summons is received, it shall be shown to the employee's immediate supervisor as soon as possible so that arrangements can be made to accommodate their absence from work. All employees will receive time off with pay for the period of time they are required to serve jury duty. The Town expects employees to report to work whenever they are no longer needed in court.

Witness Duty

Employees will be given time off with pay when they receive a subpoena to testify in court or are summoned to be a witness for the Town.

Employees who go to court to be a witness for someone other than the Town, may use any available paid leave benefits, such as annual leave, if they wish to receive pay for any time off they take.

Employees who are subpoenaed to be a witness should show the subpoena to their immediate supervisor as soon as possible so that arrangements can be made to accommodate their absence from work. The Town expects all employees to report to work whenever they are not needed in court.

Military Leave

The Town will grant a military leave of absence to employees who are absent from work because they are serving active duty in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such employees must give their supervisor and Human Resources Department advance notice of upcoming

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military service and a copy of the official orders received from the military, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Employees are not paid for military leave unless it is required by state or federal law. Employees may, however, use any available accrued leave, such as annual or medical leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, provided, however, that the Town will continue the employee's health insurance coverage for a period of six (6) months.

An employee's benefits, such as annual leave, medical leave or holiday benefits, will not accrue during a military leave. When the employee returns from leave, the benefits will start accruing again. If an employee is on military leave for up to 30 days, they must return to work on the first regularly scheduled work period after their active duty service ends (allowing for reasonable travel time). If an employee is on military leave for more than 30 days, they must apply for reinstatement in accordance with USERRA and applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), they will be placed either in the position they would have attained if they had stayed continuously employed or in a comparable position. For the purpose of determining any benefits that are based on length of service, employees will be treated as if they had been continuously employed.

Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence for reserve or guard training as provided in Chapter 115, Florida Statutes.

If there are any questions about military leave, the Human Resources Director should be contacted for more information.

Pregnancy Leave

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

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

The Town will hold the position open for a pregnancy-related absence the same length of time jobs are held open for employees who are on medical or disability leave that is not related to pregnancy.

Personal Leave Without Pay

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The Town will consider a request from a full-time employee to take an unpaid personal leave of absence to fulfill personal obligations.

Eligible employees may request personal leave without pay only after they have completed one year of service. Employees are required to submit a leave of absence request in writing to their supervisor and to do so as far in advance as possible so that the request can be given adequate consideration. All leave of absence requests must be approved in writing by both the Department Director and Town Manager.

An eligible employee may not take more than 180 days of leave without pay; provided, however, that a written request for a single extension of no more than 10 days will be considered in exceptional circumstances. With supervisor approval, available accrued paid time off, such as annual leave, may be included as part of the leave without pay period.

Each request for leave without pay will be given individual consideration. The decision to approve leave without pay will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

During any period of leave without pay exceeding 15 working days, the Town shall not provide for any employee benefits. This includes, but is not limited to, annual leave accrual, medical leave accrual, holiday benefits, medical insurance, other insurance or retirement. The employee may, at their option, maintain medical or insurance benefits at the employee's sole expense.

When the leave without pay period ends, the Town will make every reasonable effort to return the employee to the same position, if it is available, or to an available similar position for which the employee is qualified. However, the Town cannot guarantee reinstatement in all cases.

If an employee does not report to work promptly at the end of a period of leave without pay or provide the Town with written notice as to why they are unable to return, the Town will assume that the employee has voluntarily resigned.

Benefit Continuation – COBRA

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

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

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event is when a dependent child is no longer eligible for coverage under the employee's health insurance.

If a former employee decides to continue insurance under COBRA, they must pay the full cost of such insurance at the group rate plus an administrative fee. Employees who are eligible for the health insurance plan will receive a written notice describing COBRA rights upon termination of employment. This notice contains important information about employee rights and what to do if COBRA is needed, so it is important that employees read the notice carefully and maintain it with their insurance documents.

It is the employee's responsibility to request the extension of coverage within 30 days of termination. If there are any questions regarding COBRA, the Town's Finance Coordinator should be contacted.

Ethics Policy

The Town of Fort Myers Beach conducts its business fairly, impartially, in an ethical and proper manner and in compliance with all laws and regulations. The Town is committed to conducting business with integrity underlying all relationships, including those with residents, visitors, customers, suppliers, and employees. The highest standards of ethical business conduct are required by our employees in performance of their responsibilities.

Employees shall not engage in any conduct or activity that may raise questions as to the Town's honesty, impartiality or reputation, or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of: 1. Using their position for private gain; 2. Giving preferential treatment to any person or entity; 3. Adversely affecting the confidence of the public in the integrity of the Town.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Conflict of Interest

All Town employees are subject to state laws relating to conflicts of interest. It is every employee's duty to comply with these laws. A conflict of interest arises when an employee is in the position to influence a decision or have business dealings on behalf of the Town that might result in a personal gain for the employee or one of their relatives.

Public employees in Florida are prohibited from actions that result in a special private gain to the employee such as bribes, gifts, product bonuses, special fringe benefits, unusual price breaks and other tangible benefits.