Welcome

It is a pleasure to welcome you as an employee to the Jackson County Board of County Commissioners. It is our hope that you will find working here a pleasant and rewarding experience.
This manual provides answers to some of the most commonly asked employee questions and is a reference of some of the policies and procedures with which you should be familiar. Please read this manual carefully and discuss any questions with your supervisor or the Human Resources officers.
The Human Resource Department is here to provide service to your department and to you.
Our primary job as county employees is to give prompt, courteous and efficient service to our fellow citizens. As we share in the experience of working together, you will be making an important contribution to the growth and well-being of Jackson County.
We hope that you will take pride in your new job and that you will find your work interesting, satisfying and rewarding.
We wish you every success in your career with Jackson County Government. Below, you will find the contact information for the County Administrator, as well as the Human Resource Officers.

Wilanne Daniels
County Administrator
danielsw@jacksoncountyfl.gov

Rett Daniels
Deputy County Administrator
danielsr@jacksoncountyfl.gov

Sarah Sun
Human Resources Director
suns@jacksoncountyfl.gov

Jennifer Ham
Personnel Specialist
hamj@jacksoncountyfl.gov

Contents

OBJECTIVES 5
SECTION I – EMPLOYMENT INFORMATION AND REQUIREMENTS 6
STANDARDS OF CONDUCT AND ETHICS 6
MISUSE OF PUBLIC POSITION 7
DISCLOSURE OR USE OF CERTAIN INFORMATION 7
PERSONAL APPEARANCE 7
OFFICE ENVIRONMENT 7
WORK SHIFT ASSIGNMENTS 8
AUTHORITY FOR ABSENCE 8
DRIVING RECORDS 8
SECONDARY EMPLOYMENT 9
CONTACT WITH NEWS MEDIA 9
SECTION II -AUTHORITY AND ADMINISTRATION 10
SCOPE 11
EDUCATIONAL, DRIVING, CRIMINAL, AND EMPLOYMENT BACKGROUND SCREENING DURING EMPLOYMENT 11
VACANCIES 12
REQUEST FOR NEW POSITIONS 12
ADMINISTRATIVE AND APPOINTIVE AUTHORITY 13
ADMINISTRATION OF PERSONNEL POLICIES 13
AUTHORITY FOR VARIANCE FROM POLICY 13
CHANGES/AMENDMENTS TO PERSONNEL POLICIES 13
ACCOUNTING RESPONSIBILITIES 13
PERSONNEL RECORDS 14
EMPLOYMENT INQUIRIES 14
SECTION III – EMPLOYEE BENEFITS 15
UNIFORMS 15
PROHIBITED WEAR OF UNIFORMS 15
RETIREMENT 15
HOLIDAYS 15

USE OF PERSONAL HOLIDAY 16
HOLIDAY PAY 16
ANNUAL LEAVE ACCUMULATION 16
USE OF LEAVE 17
SICK LEAVE ACCRUAL 17
USE OF SICK LEAVE 18
CONTAGIOUS ILLNESS 19
BEREAVEMENT LEAVE 20
COURT DUTY 20
ADOPTION 20
EMPLOYEE TRAINING AND CAREER DEVELOPMENT 20
OCCUPATIONAL ACCIDENTS 21
OCCUPATIONAL DISABILITY 21
WORKER'S COMPENSATION 21
LEAVE WITHOUT PAY 22
TYPES OF LEAVE WITHOUT PAY 23
HEALTH MEASUREMENT PERIOD 26
DOMESTIC VIOLENCE LEAVE POLICY 28
(HIPPA) CONFIDENTIALITY POLICY 28
EMPLOYEE ASSISTANCE PROGRAM (EAP) 1-888-785-8750 29
SECTION IV – COMPENSATION PLAN 29
PAY TRANSPARENCY 30
SALARY AND WAGE SCHEDULE 30
DUTIES PERFORMED OUTSIDE CLASSIFICATION 31
ANNUAL EVALUATION 31
RATE OF PAY ON PROMOTION 31
RATE OF PAY ON DEMOTION 31
RATE OF PAY ON TRANSFER 31
RATE OF PAY ON RECLASSIFICATION 31
OVERTIME WORK AND PAY 32
ON CALL PAY 32
CALL OUT PAY 32

E-MAIL CURFEW 33
SECTION V – POLICY STATEMENTS 34
EQUAL OPPORTUNITY EMPLOYMENT 34
RETALIATION 34
AMERICANS WITH DISABILITIES ACT 34
ALCOHOL/DRUG ABUSE POLICY 34
TOBACCO POLICY 35
SAFETY AND LOSS CONTROL POLICY 36
WORKPLACE VIOLENCE POLICY 36
EMPLOYEE POLITICAL ACTIVITY POLICY 38
TATTOO POLICY 38
RELIGIOUS EXPRESSION POLICY 38
EMPLOYMENT REFERENCE PROHIBITION 38
DATING AND FRATERNIZATION POLICY 39
DISTRACTED DRIVER POLICY 39
NEPOTISM POLICY 39
STATEMENT OF GENERAL LAW 39
SECTION VI – DISCIPLINE 40
SAMENESS VS. CONSISTENCY POLICY 40
DISCIPLINARY PROCEDURES 40
PROCUREMENT AND INVOLUNTARY SEPARATION 43
SECTION VII – GRIEVANCE POLICY & PROCEDURES 44
SECTION VIII – CONCLUSION 46
PERSONNEL POLICIES ACKNOWLEDGEMENT 477

OBJECTIVES

It is the desire of the Jackson County Board of Commissioners, the County Administrator, and the Office of Human Resources that every employee of Jackson County excels in their personal and professional life and be the best possible representative of the County. The Jackson County objectives, set forth in this policy, are as follows:

A. To provide efficient and friendly service at all times to all the citizens of Jackson County.

B. To encourage the development of individual acceptance of responsibility for the attainment of outstanding public service.

C. To select employees based on qualifications, knowledge, and skill.

D. To provide training for supervisory personnel which will ensure their ability to lead and motivate their employees in an effective manner.

E. To provide a pay plan and employee benefits which are fair and competitive.

F. To provide clean and safe working conditions.

G. To provide a grievance procedure that will promote prompt and appropriate settlement of employee grievances.

H. To provide opportunities for employees to increase their skills and job potential through training and educational opportunities.

I. To promote from within based upon qualifications, performance, knowledge, skills, and potential to handle increased responsibilities.

J. To attract and retain employees of the highest caliber.

SECTION I – EMPLOYMENT INFORMATION AND REQUIREMENTS

STANDARDS OF CONDUCT AND ETHICS

Employees of Jackson County shall conduct themselves as goodwill ambassadors, and such status involves a degree of duty and obligation regarding public and private conduct which is not common to many other classes of employment.

The attitude and behavior of a County employee should at all times be such as to promote: goodwill and a favorable attitude of the public toward the County's administration and its programs and policies.

Each employee shall conduct himself/herself in a manner which could not be construed to be in conflict of this interest. Employees who fail to comply with the County's standards of conduct may be disciplined up to and including termination. No employee shall engage in criminal, infamous, dishonest, immoral or other conduct injurious or prejudicial to the County.

All Jackson County employees must abide by a code of ethical and professional communications with peers, supervisors, employees, vendors and the public. Such communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and for others. As such, the following rules must be followed when communicating with anyone:

1. Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share his/her position, and inviting open discussion regarding both such positions.
2. Avoid foul or abusive language when verbally communicating with fellow employees or citizens. This includes any communication in written or electronic form.
3. Honesty is always required. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communications may be extremely difficult to have, employees are always expected to convey them in a candid, but respectful manner.
4. Respect issues of confidentiality. Employees of Jackson County will be faced with topics of great confidentiality at times and, as such, must avoid sharing any such information with anyone not needing to know the confidential information as part of their duties with Jackson County.

GIFTS: No employee may either solicit or accept anything of value, including a gift, loan, and reward, promise of future employment, favor or service that is based on any understanding that the vote, official action or judgement of the official would be influenced by such a gift. All employees are encouraged not to accept gifts to avoid the appearance of impropriety. Exception: Employees may accept baked goods, tokens of appreciation such as cards or signs, as long as the total value of any item is not more than $100.

UNAUTHORIZED COMPENSATION: No employee or spouse or minor children of an employee may accept compensation, payment or anything of value which, with the exercise of reasonable care, is known or should be known to have been given to influence the vote or official action of such officer or employee.

DOING BUSINESS WITH ONE'S AGENCY: No employee who is empowered with the authority to purchase on behalf of the County in his/her official capacity may directly or indirectly purchase, rent, or lease any realty, goods or services from a business entity in which the employee, his/her spouse or children, parents, aunts, uncles, or any extended family member is an officer, partner, director, or proprietor, or in which the employee, his/her spouse, or children (or any combination of them) owns a material interest. No employee, acting in a private capacity, may rent, lease, or sell any realty, goods or services to the County or any of its agencies, except as provided in Florida Statute, Section 112.311.

MISUSE OF PUBLIC POSITION

No employee may use or attempt to use his official position or any property or resource within his trust, or perform his official duties to obtain special privilege, benefit, or exemption for himself or others.

DISCLOSURE OR USE OF CERTAIN INFORMATION

No employee may disclose or use information not available to the general public that is gained by reason of his/her public position for his personal benefit or the benefit of others. In addition to the above, all provisions of Florida Statute, Section 112, Code of Ethics for Public Officers and Employees, shall apply to County employees.

PERSONAL APPEARANCE

It shall be the responsibility of all employees to represent Jackson County to the public in a manner which shall be courteous, efficient, and helpful. Jackson County employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably Jackson County's image. The employee's Supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of Jackson County.

OFFICE ENVIRONMENT

Common courtesy and respect will go a long way in ensuring a productive environment in our workspace. To assist toward the goal of helping each of you be as productive as possible, we are providing the following guidelines:

Minimize hallway conversations

While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close proximity. Be mindful of the potential for disruption and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

Limit noises

Keep the sounds coming from your workspace to a minimum. This means using earbuds when listening to music, picking up the phone after one or two rings, tuning the ring volume on your phone to a low setting, and avoiding screensaver sound effects. When away from your workspace, set your office phone to take voice messages and if you leave your cellphone behind when you leave your workspace, set it to vibrate. Be aware of your personal voice volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you, even when you are not thinking about it.

No confidential meetings

Avoid discussing personal and/or confidential matters at your workspace. Whether you're on the telephone or having a discussion with a coworker, your conversation may easily be overheard by others. Move to a conference room or step outside to discuss personal or confidential matters.

Be considerate of sensitivities to aromas

The sense of smell is one of the most powerful senses we possess. What smells good to one person, may not be enjoyed by another. Be careful of the smells you bring to the office. Be judicious in the use of cologne/perfume. Do not bring strong scented oils or room deodorizers to the workplace. Avoid eating strong-smelling food in your workspace as well.

Decorate with taste

You need to use good judgment when decorating your workspace. Avoid things that are controversial. This includes things that are political, spiritual, sensual, or cultural. Your office décor should be in good taste without offending others.

Respect other's privacy

Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other's conversations. Resist the temptation to chime in on other's conversations or join them uninvited. Give others the same respect that you want.

WORK SHIFT ASSIGNMENTS

When employed, each employee is assigned a work shift in accordance with the particular operational requirements of his/her Department. Any changes to those shifts, except where specially noted otherwise, shall be at the sole discretion of management. A minimum 24-hour notice will normally be given in order to allow the employee to make the necessary personal arrangements.

AUTHORITY FOR ABSENCE

No employee shall be absent from his/her regularly scheduled duties except by authority of his/her immediate supervisor. Employees absent due to reasons beyond their control will be responsible for explaining their absence to their immediate supervisor prior to the beginning of their shift, if at all possible. Failure to notify the department in advance may result in the employee being absent without Leave resulting in disciplinary action and loss of pay for the missed time. If the immediate supervisor is unavailable, the employee may leave a message with a designated supervisor (not a co-worker) stating the reason for being late or being unable to report for work. Voicemail and answering machine messages/emails may only be used if approved by the Department Director. If an absence continues beyond one day, the employee is responsible for calling in each day. Employees who are out on Worker's Compensation and/or family and medical leave will make arrangements with their supervisor to check in every 30 days with their Department Director.

An employee who is absent from work without authorization or notification, is subject to disciplinary action including possible termination. Three days of absence without proper notification or authorization shall constitute job abandonment.

In cases where an extended absence or illness is expected, the immediate supervisor shall have the authority to modify the above daily reporting requirements. Except in cases of leave incident to vacation, occupational disability, illness, jury duty, military training, maternity or academic, all absences in excess of one week must be PREAPPROVED by the Department Director.

DRIVING RECORDS

Driving records of employees required to drive in performance of duties are subject to be periodically reviewed. Should this review identify an unfavorable record, it may result in the employee being transferred to a non-driving position or

being terminated. Employees are required to notify their Department Director and Human Resources **immediately** if their Florida driver's license is no longer VALID and must also immediately stop driving both their personal vehicle and county vehicles for any job-related reason.

Driving a County vehicle with an invalid license or failure to comply with this policy is grounds for immediate termination.

SECONDARY EMPLOYMENT

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict with the best interests of the County or interfere with the employee's ability to perform the assigned County job.

No second employment is grandfathered into this policy. All employees currently working a second job must follow the process set out below.

Examples include, but are not limited to, outside employment which:

- Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
- Is conducted during the employee's work hours
- Utilizes county telephones, computers, supplies or any other resources, facilities or equipment
- Is employed with a firm that has contracts with or does business with the County
- May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

Employees of Jackson County must consult with, and obtain approval from, the Office of Human Resources, County Administrator, and their Department Director **PRIOR** to accepting secondary employment. Such work shall be regarded as having a lower priority than the requirements of the employee's regular employment with Jackson County and must not interfere with or impede the performance of work responsibilities for the County. The secondary employment cannot adversely affect the impartial, objective and efficient performance of assigned duties. Nor can the secondary employment create a conflict of interest with employment by Jackson County. If the secondary employment is not an extension of or benefit to the County, the employee will be required to use Annual Leave or Leave Without Pay for any working hours away from their primary position. An employee's failure to disclose secondary employment shall be grounds for dismissal.

CONTACT WITH NEWS MEDIA

The Public Information Officer, County Administrator, or his/her designee shall be responsible for all official contacts with the news media during working hours, including answering questions from the media. Refer all media questions to the County Administrator or his/her designee.

SECTION II -AUTHORITY AND ADMINISTRATION

DEFINITIONS

Work Week

Work Week refers to the number of hours regularly scheduled to be worked during any seven (7) consecutive days - Wednesday through Tuesday.

Work Day/Shift

Work Day/Shift refers to the number of hours regularly scheduled to be worked in one 24-hour period.

Hours of Work

Hours of Work refers to the number of hours an employee is scheduled to work in any 24-hour period.

Working Days

The term "Working Days" generally refers to the 5-day period, Monday through Friday, except where 7-day or 4-day or around-the-clock coverage is required.

Overtime Pay

Overtime Pay means the compensation paid for the work performed by any non-exempt employee in excess of the standard established by the Fair Labor Standards Act, typically anything over 40 hours per work week.

Fire Rescue Employees – Overtime pay begins when the employee works in excess of 212 hours in the 28-day pay cycle.

Corrections Employees – Overtime pay begins when the employee works in excess of 171 hours in the 28-day paycycle.

Inmate Supervision – Employees, who are assigned inmates and monitor them during lunch, will be paid 30 minutes per day overtime.

Regular Full-Time Employee

A regular employee is one who is assigned to a budgeted position, has satisfactorily completed his/her period of probation, is scheduled to work at least 40 hours per work week, and is eligible for all benefits and pay increases in accordance with policies and procedures of Jackson County. Regular employees that are eligible for membership in the Florida Retirement System will contribute to the retirement system.

Probationary Employee

A probationary employee is one who does not have regular status -has less than one (1) year continuous service with Jackson County or has been promoted or demoted and is serving a one (1) year probationary period to determine position retention status.

Emergency Hire Employee

An emergency hire employee is one who is hired by the Department Director, with approval of the County Administrator or his/her designee, to help his/her department, should an extreme emergency arise. The emergency employment shall not exceed 30 working days. If, during the duration of the 30 working days, the Department Director sees that the emergency hire needs to be extended further, he/she must seek the approval of the County Administrator before the end of the initial 30 working days.

Regular Part-Time Employee
A regular part-time employee is one who typically is scheduled to work less than the standard 20- 30 hours or less per work week and if eligible will contribute to the Florida Retirement System.

On-Call Employee
An on-call employee is one who typically works less than the standard 30 hours or less per work week on an on-call, as needed basis and does not receive any benefits nor is eligible for pay increases.

Immediate Family
Immediate family means husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchildren, aunt, uncle, first cousin, stepmother, step-father, step-brothers, step-sisters, step-grandchildren and step-children of both the employee and the spouse.

May
The word "may" shall be interpreted as permissive.

Shall
The word "shall" shall be interpreted as mandatory.

Continuous Service
This is service credit which determines eligibility for employee benefits such as vacations, leaves of absence, etc. If a regular employee works for Jackson County, then resigns in good standing and returns within 30 days, a continuous service will be reflected upon the recommendation of the responsible supervisor and department director with approval of the County Administrator.

Termination or Leave of Absence Dates
When completing the Personnel Change Form the effective date of a termination (voluntary, involuntary, compulsory, or failure to return from an approved leave of absence) shall be the actual date of separation. The start date of a leave of absence shall be the date the employee requests and the County approves. The leave ending date shall be the last day of the authorized leave period.

SCOPE

These policies shall apply to and govern all employees and volunteers, where applicable, of Jackson County.

Certain policies may vary, based on bargaining unit agreements.

EDUCATIONAL, DRIVING, CRIMINAL, AND EMPLOYMENT BACKGROUND SCREENING DURING EMPLOYMENT

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

VACANCIES

Notice of vacancy will be circulated to County and City official offices, posted to CareerSource, and advertised in the local newspaper. All persons will typically have two (2) weeks after the first date the advertisement appears in the newspaper in which to file an application with the Human Resources office.

Qualified current employees will have an opportunity to apply for any vacancy.

After the closing date, once all applications have been collected, the Human Resources Director shall delete any information from the applications or resumes concerning the applicant's race, age, sex, marital status, national origin, or disability. The Human Resources Director shall screen each application for qualifications, after which interview dates will be set. The interview panel will consist of the minimum of the following personnel: Department Director and/or Assistant Department Director, Human Resources representative, and another Supervisor or Department Head. After the interviews, the Department Head will make a decision on which applicant is recommended for employment to fill the vacancy.

The Office of Human Resources will be responsible for all paperwork concerning new employees and each new employee will be given a copy of the Personnel Policy which explains all policies and regulations related to County employment. The new employee shall be required to sign a statement indicating they have read the Personnel Policy. Other information, policies, or training materials will also be provided at this time.

The personnel file of each person employed by Jackson County shall be kept in the Human Resources Office.

REQUEST FOR NEW POSITIONS

Upon employment, the Office of Human Resources shall furnish a copy of this manual to each new employee for use as a general guide to policies, procedures, benefits and organizational structure of Jackson County. With receipt of the manual, each employee is required to sign an acknowledgement stating that he/she understands and will abide by all policies and procedures.

The requesting department shall provide the following recommendations and supporting data to the Human Resources Director:

A. Recommendations

1 Position title
2 Job Description
3 Reporting relationship
4 Calculated budget implications (FICA, Worker's Comp, FRS, Uniforms, etc.)

B. Supporting Data

1. Physical location of workspace for the position;
2. Support furniture/computer/equipment/vehicle requested or available;
3. Justification statement to reflect increased efficiency, productivity, cost savings, or more effective and responsive service; and source of funds for recurring salary and benefits.

EMERGENCY HIRE POSITIONS

All Department Directors have the authority to hire, with approval from the County Administrator or his/her designee, employees for emergency situations within the department, such as staff shortage. The emergency employment shall not exceed 30 working days. If, during the 30 working days, the Department Director sees that the emergency employment needs to be extended further, he/she must seek the approval of the County Administrator before the end of the initial 30 working days.

ADMINISTRATIVE AND APPOINTIVE AUTHORITY

Final authority in personnel matters is reserved for the County Administrator with regard to all matters and subjects covered by these policies. However, if a conflict arises between the authority contained with the County Administrator and these policies, the Board of County Commissioners will vote on the matter.

With the exception of appointments reserved to the Board of County Commissioners, general authority and responsibility for personnel administration is vested in the County Administrator.

ADMINISTRATION OF PERSONNEL POLICIES

Administration of these rules and policies shall be the responsibility of the County Administrator. Supervisory personnel shall be responsible for the effective administration of these rules and policies within their respective departments.

AUTHORITY FOR VARIANCE FROM POLICY

Department directors and other responsible supervisors shall have the right to request, in writing, a variance from these policies when individual circumstances so justify. This request shall be submitted to the County Administrator through the Human Resources Director. All variances require the approval of the Board of County Commissioners. Department Directors do not have the authority to alter established policy (ex: Any variance from the policy relating to scheduled working hours, such as a 4 day-10 hours a day work week, must be approved by the Board).

CHANGES/AMENDMENTS TO PERSONNEL POLICIES

Specific paragraphs or portions of Personnel Policies are recommended by Administration and the Office of Human Resources to be changed and/or added as needed. These changes, once voted on by the Board, will reside with the Human Resources Department and will be distributed to all department directors, responsible supervisors and all employees.

ACCOUNTING RESPONSIBILITIES

Department directors and other supervisory personnel are responsible for submitting complete and accurate attendance records for employees within their respective operations. Such records constitute the basis for preparation of departmental payrolls, and will be maintained in the Finance Department for future auditing purposes as needed or required.

The Office of Human Resources is responsible for monitoring the compliance of departments with the requirements and policies established by the official job classification and pay plan, as well as departmental conformity with the established policies and rules governing wages, hours of work and working conditions.

PERSONNEL RECORDS

The Office of Human Resources maintains a permanent record of your employment with the County. Your personnel file contains your complete employment history, such as salary, advancements, promotions, commendations and reprimands and other pertinent information

The Office of Human Resources should be notified promptly of any changes of address, phone numbers or the person(s) to notify in case of emergency. This is the employee's responsibility and failure to do so may result in disciplinary action. The Office of Human Resources should also be advised of any special education classes or training courses completed.

Copies of diplomas or certificates should be forwarded to become part of the permanent file. Such information is valuable when seeking a promotion in the service of Jackson County.
An employee has the right to review his/her file. If an employee believes information contained in his file is erroneous, he may file a written rebuttal of what he believes to be erroneous information.

EMPLOYMENT INQUIRIES

All inquiries made by outside parties with regard to the employment history of current and former employees, concerning, but not limited to, general reputation, character, personal characteristics, performance ability, attendance, dates of employment, employment verifications or salary shall be directed to the Office of Human Resources for response. Under no circumstances shall any information be released except through the Office of Human Resources. Improper release by unauthorized personnel of such information may subject the employee to disciplinary action.

SECTION III – EMPLOYEE BENEFITS

UNIFORMS

In certain jobs uniforms shall be required and may be furnished at no cost to the employee. Uniforms shall not be used for recreational or off-duty purposes.

Employee **must** return all uniforms as well as any county-issued item when they terminate employment before the final paycheck will be issued.

PROHIBITED WEAR OF UNIFORMS

All personnel are prohibited from wearing any full or partial uniform while off-duty, including the Department patch, logo, or badge at any time or under any circumstances that would reflect negatively on the County. Examples of such situations include, but are not limited to, the following:

- While at any establishment that is primarily in the business of serving alcoholic beverages, such as bars, night clubs, lounges, etc. Restaurants that serve alcohol secondary to food service are not included.
- While at any establishment which presents "adult entertainment."
- While consuming alcoholic beverages, or while intoxicated or under the influence of alcohol or illegal drugs.
- While off-duty (this does **not** include incidental stops between work or home.)

The County recognizes that certain departments sell t-shirts as fundraisers that may have the County or Department logo or information on them. Citizens wearing these t-shirts while involved in the above situations are beyond the purview of this policy.

RETIREMENT

Employees are provided with a retirement plan through the Florida Retirement System (FRS) with contributions being paid by Jackson County and its employees. The amount of retirement received by individuals is determined by their rate of compensation, years of creditable service at time of retirement, and/or type of plan.

Visit www.MyFRS.com for specifics. The Office of Human Resources will provide training on accessing FRS and provide for additional training and learning tools.

If an employee retires and the County buys back their Sick Leave (480 max) and/or Annual Leave (280 max) and then the employee comes back to work for the County; their leave will not be eligible for buy-back a second time.

HOLIDAYS

The following 12 days are the holidays for all employees of Jackson County and County offices/departments will be closed on these dates:

1. The first of January – New Year's Day
2. The third Monday of January – Martin Luther King's Birthday
3. The Friday before Easter – Good Friday
4. The last Monday of May – Memorial Day
5. The fourth of July – Independence Day

6. The first Monday of September – Labor Day
7. November 11th – Veterans Day
8. The fourth Thursday in November – Thanksgiving Day
9. The Friday after Thanksgiving – Thanksgiving Friday
10. The twenty-fourth of December – Christmas Eve
11. The twenty-fifth of December – Christmas Day
12. Personal Holiday –See: Use of Personal Holiday.

USE OF PERSONAL HOLIDAY

Employees will receive the Personal Holiday upon hire; there will be a 60-day waiting period before they are eligible to use the holiday. It is the responsibility of the employee to schedule the use of their Personal Holiday, which requires **PRIOR** approval by their Department Head and must be used **prior to** the last full pay period of the fiscal year.

If hired during the last 60 days of the fiscal year the deadline to take is **prior to** the last pay period of December. Department Directors are responsible for tracking their employee's use of the Personal Holiday. Personal Holidays will be paid to the employee based on their regular work shift, not to exceed 24 hours (ex: an employee who works a 10 hour shift will receive 10 hours of Personal Holiday pay, an employee who works an 8 hour shift will receive 8 hours of Personal Holiday pay). The Department Director or his/her designee is responsible for tracking the use of employees' Personal Holiday

Board voted to amend the policy at the June 11th, 2024 Regular Meeting

HOLIDAY PAY

Holidays which fall on Saturday, will normally be observed on the preceding Friday. Holidays which fall on a Sunday, will normally be observed on the following Monday. Accumulation of holidays will not be allowed. If, in the opinion of the department director, it becomes necessary for an employee to work on a scheduled holiday, he/she shall authorize holiday pay for the employee. Regular full-time employees shall receive Holiday Pay in accordance with their regular work shift, not to exceed 12 hours (ex: an employee who works a 10 hour shift will receive 10 hours of Holiday pay).
In order for an employee to receive holiday pay, he/she must have worked the scheduled workday preceding the holiday and the scheduled workday following the holiday, unless the employee has received **PRIOR** written approval to be off on these days. If a holiday falls on the normal day off of a shift employee, he/she will be paid at their regular rate. If a paid holiday occurs while an employee is on approved annual leave, that day will not be charged against annual leave.

ANNUAL LEAVE ACCUMULATION

Each employee shall accumulate annual pay at the rates shown below. Annual leave may be taken after 60 days of satisfactory employment, with the Department director's prior approval. Temporary, seasonal or volunteer employees are not eligible for this benefit. Part-time employees accrue time on a pro-rated basis of 30 hours per week=50% of full accrual.

Length of Employment	40-hour	Corrections	Fire Rescue*
0-4 years	8 hrs. per month	8 ¼ hrs. per month	12 hrs. per month
5-9 years	10 hrs. per month	10 ¼ hrs. per month	14 hrs. per month
10-14 years	12 hrs. per month	12 ¼ hrs. per month	16 hrs. per month
15-19 years	14 hrs. per month	14 ¼ hrs. per month	18 hrs. per month

20-24 years	16 hrs. per month	16 ¼ hrs. per month	20 hrs. per month
25-30 years	18 hrs. per month	18 ¼ hrs. per month	22 hrs. per month

*Or as stated in current Bargaining Contract

Annual leave credit may be accumulated to a maximum of 280 hours. Amounts of annual leave in excess of 280 hours will roll over to sick leave if not utilized by the last pay period of the calendar year (second pay check in December). Hours earned during the last pay period of the fiscal year will also roll to sick leave if the employee's accumulated total is 280 hours. For this reason, and others, it is important to schedule vacation/annual leave throughout the year. In an effort to maintain county operations the Department Director should review accumulated annual leave no less than quarterly so staff can plan time off accordingly.

Persons transferred or hired from the Supervisor of Elections, Tax Collector, Property Appraiser, Clerk of Court or Sheriff's Office may transfer 40 hours earned sick leave time if there is no break in service. A break in service is defined as any lapse of time between employment with the Jackson County Board of County Commissioners and any above listed agencies included in this policy. A transfer is defined as having no break in service.

USE OF LEAVE

Leave is any authorized absence during regularly scheduled working hours, which has been approved by the Department Director in advance. Leave may be authorized with or without pay. Absence without approval is considered unauthorized absence. An employee will not be paid for unauthorized absence and may be subject to disciplinary actions, up to and including dismissal. Use of annual leave shall normally be granted in accordance with the preference of the employee if and when, in the opinion of the supervisor, it will not be detrimental to departmental operations.

- Requests for leave shall be made on leave request form, which must be signed by the employee and Department director and submitted to the Finance Office along with time sheets.
- Requests for leave may be approved or denied by the Department director, Human Resources Director or Administrator.
- All leave shall be scheduled in such a manner as to not hamper the normal operation of the Department.
- Employees in regular positions will be eligible for payment of accumulated annual leave in cases of separation from employment with Jackson County by voluntary resignation, involuntary reduction in force or occupational disability. **An employee with less than one year service who is involuntarily terminated with cause is NOT eligible for annual leave pay upon separation.**
- Annual leave may be used to supplement absence on account of sickness or injury in the event accumulated sick leave is not sufficient to cover the length of sickness or injury.
- Employees must exhaust all annual leave and sick leave and their personal holiday prior to requesting leave without pay.
- Holidays which occur during the period selected by the employee for his/her annual leave shall not be charged against such annual leave. However, the holiday will be charged against holiday leave regularly due the employees.
- During FMLA (Family Medical Leave Act) leave, sick leave and annual/vacation leave and the personal holiday will be utilized until exhausted; the remainder of the FMLA leave will be leave without pay. No leave time will be accumulated while an employee is on leave without pay.

  All supervisory personnel shall make every effort to provide their respective employees with the opportunity to take their accumulated annual leave at least once a year to remove themselves from the work atmosphere for relaxation and rest in order to return to their jobs refreshed and ready to perform at their maximum efficiency.

SICK LEAVE ACCRUAL

Jackson County employees shall be granted a sick leave allowance in accordance with hours worked.
Paid sick leave will accrue at a rate of 8 hours per calendar month for regular employees. Correctional employees will accumulate 8.25 hours per calendar month and Fire Rescue employees will accumulate 12 hours per calendar month.

Paid sick leave for part-time employees will accrue at a pro-rated rate of 30 hours per week=50% of full accrual.

Persons transferred or hired from the Supervisor of Elections, Tax Collector, Property Appraiser, Clerk of Court or Sheriff's Office may transfer 40 hours earned sick leave time if there is no break in service. A break in service is defined as any lapse of time between employment with the Jackson County Board of County Commissioners and any above listed agencies included in this policy. A transfer is defined as having no break in service.

Employees who use little or no sick leave by the last full pay period of the fiscal year will be credited the following on the first full pay period of the new fiscal year.

Sick Time Used	Credit Earned
8 hrs. or less of Sick Leave	16 hrs. of Annual Leave
16 hrs. or less of Sick Leave	8 hrs. of Annual Leave
24 hrs. or less of Sick Leave	4 hrs. of Annual Leave

USE OF SICK LEAVE

Sick leave is to be used for employee's illness or illness of employee's spouse, children or a parent in which the employee is needed to provide care~~. Sick leave used to care for a spouse, child or parent is limited to 6 calendar days per fiscal year.~~ Sick leave hours will match the regularly scheduled shift, not to exceed 12 hours. Sick leave does not accumulate while on leave without pay unless required otherwise by local, State and/or Federal Law. **Sick leave will not be counted as "time worked" for the purpose of computing overtime.**

- Requests for use of sick leave shall be made on leave request form, which must be signed by the employee and Department director and submitted to the Finance Office along with time sheets.
- Requests for use of sick leave may be approved or denied by the Department director, Human Resources Director or Administrator.
- Upon voluntary separation of employment, an employee is eligible for payment of unused sick leave after completing ten (10) years of creditable County service. The employee will be compensated at their regular hourly base rate of pay for one-fourth (1/4) their unused sick leave, not to exceed 480 hours.
- When an employee is unable to report for work due to illness, he/she must notify his/her supervisor prior to the time they would normally report for work (normally within 1 hour). If the employee is physically unable to contact the supervisor he/she shall make arrangements by a family member of designated contact to contact the supervisor. Failure to advise the supervisor will result in an unauthorized absence from work. No pay will be received by the employee for that day.
- An exception may be approved only when the individual has been involved in a life threatening situation requiring emergency care of a physician.
- An employee who has been employed with Jackson County for a period of at least twelve (12) months may receive sick leave from another employee's sick leave credit. This transfer is subject to approval by the Human Resources Director ~~and the County Administrator~~. Approval for such a transfer is dependent upon previous use of sick leave and/or catastrophic health conditions. This transfer is made only during special circumstances. Transfer of sick time is not to be made until all sick and annual time has been depleted. Contact Human Resources for information on how to donate sick time to another employee.

If a paid holiday occurs while an employee is on sick leave, that day will not be charged against the employee's accrued sick time.

Conversion of Sick time to Annual Time is not permitted.

If a paid holiday occurs while an employee is on sick leave, that day will not be charged against the employee's accrued sick time.

Conversion of Sick time to Annual Time is not permitted.

Medical or Dental Appointments

Employees must make a reasonable effort to schedule medical or dental appointments at times that have the least impact and interference with the workday. Employees are expected to return to work when possible and should communicate closely with their supervisor concerning extended absences during a work day. Failure to do so shall result in disciplinary action.

Submission of proof may be required

- Employees who are absent 4 or more consecutive scheduled working days due to employee's illness or illness of employee's spouse, children or a parent may be required by the responsible supervisor to submit a physician's statement.
- Department Directors are authorized to make any investigation of benefits claimed under this rule which they deem necessary and to disapprove any claims not properly substantiated.
- An employee who's employment with Jackson County is terminated with cause, shall forfeit all unused sick leave.
- Fifteen minutes is established as a minimal amount of sick leave to be reported.
- Frequent claiming of benefits under this rule can provide the basis for the responsible supervisor, Administrator or Human Resources Director to determine that the physical condition of the employee is below the necessary standards for the proper performance of his/her duties. Likewise, if reasonable suspicion exists that an employee is malingering or abusing this benefit, the responsible supervisor may require a statement as to the physical condition of the employee. Such abuse of this benefit may result in disciplinary action up to and including termination.
- Employees must exhaust all annual leave and sick leave and personal holiday leave prior to requesting leave without pay.
- During FMLA (Family Medical Leave Act) leave, sick leave and annual/vacation leave and personal holiday leave will be utilized until exhausted; the remainder of the FMLA leave will be unpaid.

No sick leave will be paid for the following:

1. Intentional self-inflicted injuries, except for those covered under ADA coverage and other applicable Federal Laws.
2. Untreated addiction to drugs or intoxicants.
3. Injury or illness incurred while committing a felon.

CONTAGIOUS ILLNESS

The County owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. The County shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file.

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

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

BEREAVEMENT LEAVE

In the event of a death to a member of an employee's immediate family the employee shall be allowed a maximum of three (3) work days, or one (1) 24-hour work day and is to be taken within 60 days, without loss in regular pay and such leave is approved by the responsible supervisor. Probationary employees are eligible for this benefit. **See page11 for a definition of "immediate family."**

COURT DUTY

An employee who is legally summoned to serve on a jury during a court trial or subpoenaed to be a witness in a legal proceeding for County related purposes, may be permitted absence with pay for the time required for such duty. The employee must show their Department Director the jury summons or witness subpoena at least one (1) day prior to the time that he/she is scheduled to appear in court.

After the employee has completed their civic service, the employee must furnish the Department Director with evidence of having served for the time claimed. Administrative Leave will not apply when the employee is the plaintiff or defendant, unless the case involves an incident involving employment with Jackson County.

When excused or relieved from such service, the employee shall report for his/her regular employment, provided, however, that at least three hours remain during his/her regular work day. Any fees paid for such service may be retained by the employee.

ADOPTION

Employees are entitled to 8 hours of sick leave, which may be used in 1 hour increments, to be used for the following:

- Consultation with an attorney
- Consultation with a licensed placement agency
- Court appearance

EMPLOYEE TRAINING AND CAREER DEVELOPMENT

The following are the guidelines for employees who wish to work toward continuing their education (up to and including the level of Bachelor of Arts, Bachelor of Science, and Masters Degree) and improving their job knowledge.

Additional training and seminars, if job related and when beneficial to the County, may be approved at the discretion of the County Administrator.

On a non-interference basis, each employee of Jackson County may attend and be reimbursed by the County for up to 4 semester hours of college level credits per semester in job-related fields. Prior approval and successful completion of classes are required for reimbursement. These costs shall include tuition only. Grants, VA benefits and scholarship funds must be used toward tuition first, before requesting County reimbursement for qualifying courses. Employees who wish to complete a Graduate Equivalent Degree for high school will be reimbursed by Jackson County upon successful completion.

Any employee who attends any training program or course in college, technical or other schools, at the expense of Jackson County, must remain in the employment of Jackson County for a period of three (3) years following the completion of the County-paid program or coursework. If his/her employment is voluntarily terminated within that three (3) years, he/shall reimburse Jackson County for the actual cost of his/her participation paid by Jackson County. This is to be withheld from the employee's last paycheck(s). Jackson County may institute a civil action to collect such costs, if not reimbursed, and shall be entitled to recover all costs of collection, including a reasonable attorney fee.

OCCUPATIONAL ACCIDENTS

All injuries must be reported to the department supervisor immediately, who in turn shall complete an incident report immediately, take photos, and supply all information and statements to the Office of Human Resources.

OCCUPATIONAL DISABILITY

All cases of injury occurring on the job shall be filed for action under the provisions of Workers' Compensation. Any employee temporarily disabled as the result of a job related injury will have their annual, sick and personal holiday leave run concurrently with FMLA.

An employee may choose to utilize 1/3 day of accrued sick leave or may, in absence of sick leave, use 1/3 day of annual leave for each day he/she is determined, by a physician, as temporarily disabled because of a work-related injury in order to supplement their lost time pay.

WORKER'S COMPENSATION

Employees who are injured on the job shall be eligible to receive 66 2/3% of their weekly wages, payable through the Worker's Compensation Plan. Such payment shall be made directly to the person entitled or be reimbursed to the Jackson County Finance Office. The balance of the employee's weekly wages may be payable through compensatory time or annual or sick leave, provided that the employee has accrued such leave. No compensation for wages shall be allowed for the first 7 days of the disability, however the employee may use accrued annual or sick leave during this time. If the injury results in disability of more than 21 days, compensation shall be allowed from the commencement of the disability. The employer shall be liable for and shall secure the payment to any physician, surgeon, or pharmacist providing services.

If an employee is injured on the job and loses time from the job because of that injury, he/she may wish to augment Worker's Compensation inductance payments by being paid the number of sick days which he/she has accumulated. Should an employee elect to supplement Worker's Compensation with a percentage of their salary, with accrued sick leave or annual leave, then the percentage of weekly salary so elected shall be deducted from the employee's sick or annual leave on a fractional or prorated basis. In no case are the combined benefits to exceed 100% of the employee's normal salary.

Employees injured on the job retain seniority. If the employee has not returned to work within 1 year from the date of disability, the employee will be terminated.

Employees who are out of work and receiving Worker's Compensation shall not accrue sick or annual leave benefits.

LEAVE WITHOUT PAY

"Leave without pay" is time off without pay for a period of up to 60 calendar days, authorized by the County Administrator and only used after all sick leave and annual leave has been depleted. The employee's salary is not continued during this leave of absence. See page 16 for an explanation of types of leave without pay.

Health and life insurance benefits may be continued on the employee for the term of the authorized leave if the employee so desires. One hundred percent of the cost of the coverage shall be paid in advance by the employee on leave without pay unless required otherwise by local, State and/or Federal Law.

An employee will not accumulate sick or annual leave while on leave without pay unless required otherwise by local, State and/or Federal Law.

Leave without pay shall not be used to permanently alter the work week schedule. Less than 40 hours a week constitutes part-time and therefore part-time accruals would apply.

Leave without pay of less than 60 calendar days will not constitute a break in service.

A. Eligibility for Leave without Pay

Full-time, regular and part-time regular employees who have completed six months of satisfactory service are eligible to be considered for leave without pay unless otherwise specified.

B. Application for Leave without Pay

No application for leave without pay will be considered unless it is applied for IN ADVANCE. In all cases, the forms shall be completed at least two weeks prior to leave unless required otherwise by local, State and/or Federal Law; shall specify the type of leave; and, will be signed by the employee to signify his/her understanding and acceptance. No leave without pay request is considered granted unless pre-approved and signed by the responsible Department Director.

C. Employees returning from a leave without pay must:

1. No later than two weeks prior to their scheduled date of return, confirm to their responsible Supervisor their date of intended return to active employment. Any request to change their scheduled date of return or intention to resign should be reported as soon as known.
2. Those employees returning from a medical leave of absence must furnish a signed statement from their personal or "treating" physician indicating the employee can resume his/her job duties, whether with or without restrictions, based on the job description of the position occupied.

3. After returning to work, if the employee is out of work more than 4 days, the Human Resources Department must be notified immediately.

D. Employees on leave without pay will be terminated if they have:

1. Failed to furnish a true statement of the reason for leave or required official documentation.
2. Accepted other employment while on leave, unless a specific request has been applied for and approved in writing.
3. Failed to return to work at the expiration of leave.

TYPES OF LEAVE WITHOUT PAY

A. Military Leave

Time off for military duty (Armed Forces and National Guard training) will comply with all Federal and State Statutes. Contact Human Resources for specific information and guidelines.

Up to 17 working days or 136 working hours of administrative leave with full pay per fiscal year will be granted to all full-time employees who are members of the National Guard or an organized military reserve of the United States of America. However, employees must report to work the first working day after they return service.

For the purpose of record keeping, for Fire Rescue employees, a 24-hour shift will be considered as two working days.

An employee who has been rated by the Department of Veterans Affairs as having incurred a service-connected disability and has been scheduled by the VA to be re-examined or treated for such disability shall, upon written confirmation as having been scheduled, be granted administration leave for such examination or treatment without loss of pay, benefits or efficiency rating, not to exceed 6 calendar days in calendar year.

County employees on military leave will not accrue annual or sick leave.

B. Maternity Leave

Maternity leave will comply with all Federal and State Statutes. Contact Human Resources for specific information and guidelines. County employees on maternity leave will not accrue annual or sick leave.

C. Family Medical Leave Pursuant To FMLA

Employees that have worked for the Board for at least 12 months, worked at least 1,250 hours during the preceding 12 months, and who work at a work site where 50 or more employees are employed by Jackson County within 75 miles of that work site, are considered employees eligible for unpaid leave pursuant to the Family Medical Leave Act (hereinafter "FMLA leave"). Eligible employees may take up to 12 weeks of FMLA leave in a 12 month period for the following reasons: (Note: Up to 26 in a 12 month period will be granted for Service member Family Leave):

- The birth of a son/daughter of an employee and to care for the child (entitlement to leave for birth of a son or daughter expires 12 months from the date of the birth)
- Placement of a child with an employee for adoption or foster care and to care for the newly placed child (entitlement to leave for placement for adoption or foster care of a child expires 12 months from the date of the placement of the child); NOTE: If both parents work for the County, their combined leave entitlement for this reason is 12 months.
- In order to care for the employee's spouse, son, daughter, or parent, who has a serious health condition.
- A serious health condition which renders the employee unable to perform one or more of the essential functions of the employee's position.
- Service member Family Leave. Subject to Section 103 of the FMLA and DOL regulations, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be

entitled to a total of 26 workweeks of leave during a 12-month period to care for the covered service member. The single 12-month period begins on the first day the employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

- Up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.

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

Intermittent or Reduced Hours FMLA Leave

In the case of FMLA leave for a serious health condition, the leave may be taken intermittently or on a reduced hour's basis, only if such leave is medically necessary. If intermittent or reduced hours FMLA leave is required, the County may, in its sole discretion, temporarily transfer the employee to another job for which the employee is qualified with equivalent pay and benefits that better accommodates that type of leave. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced scheduled FMLA leave. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt the County's operations.

Verification

The County will require that an employee's FMLA leave to care for the employee's seriously ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of employee's position, be supported by a certification issued by the health care provider of the employee or the employee's ill family member. Certifications supporting Service member Family Leave must state that the service member suffers a serious injury as defined herein.

Active Duty Certification:

Certification establishing an entitlement to qualifying exigency leave is required to be provided in a timely manner. Failure to provide timely certification will result in a denial of Family Medical Leave, characterization of the leave as unscheduled and may be the basis for discipline.

In accordance with Department of Labor (DOL) regulations, the County may request at the County's expense a second, or if necessary, a third health care provider's opinion for FMLA leave taken because of a serious health condition. The County may also require subsequent recertification from the employee's health care provider in accordance with DOL regulations.

Spouses

If both spouses work for the County, the combined leave shall not exceed 12 weeks in a 12 month period if the FMLA leave is taken:

A. for birth of the employee's son or daughter or to care for the child after birth;

B. for placement of a child with the employee for adoption or foster care, or to care for the child after placement; or

C. to care for the employee's parent with a serious health condition.

Health Insurance Premiums & Other Benefits

During FMLA leave, the County will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay his or her share of the premiums.

Should the employee fail to continue to pay his or her share of the premium, notices of proposed insurance cancellation and the opportunity to pay the premium will be provided before the cancellation.

Employees on FMLA will be advised in advance of any changes in premiums so they will have ample opportunity to make arrangements to continue to pay their share of the premiums during the FMLA leave.

If the employee does not return to work after the expiration of the FMLA leave, the employee will be required to reimburse the County for its portion of health insurance premiums paid during the unpaid portion of the FMLA leave, as permitted by law. To avoid required reimbursement, appropriate certification from a health care provider may be required if the employee does not return to work because of a serious health condition.

Moreover, dental/life insurance will remain in effect during the FMLA leave provided the employee continues to pay his or her share of the premiums. If the employee does not return to work after the expiration of the FMLA leave, the employee will be required to reimburse the County for its portion of the dental/life insurance premiums paid during the unpaid portion of the FMLA leave, as permitted by law. To avoid required reimbursement, appropriate certification from a health care provider may be required if the employee does not return to work because of a serious health condition.

Accrual

During FMLA leave, the FMLA does not require accrual of employment benefits, such as vacation pay, sick days, seniority, etc. Accordingly, during FMLA leave, accrual of benefits and seniority shall be on the same basis as for any other unpaid leave of absence. Employment benefits to which an employee may be entitled on the day on which the FMLA leave begins or thereafter will not be lost because of FMLA leave, except for those paid leave days substituted for unpaid FMLA leave taken under this policy. Upon return from FMLA leave, employees are entitled to any changes in benefit plans not dependent upon seniority or accrual during the leave period.

FMLA Leave Relationship to Paid Leave

a. Employees will be required to substitute, without limitation and in the following order, sick leave, personal holiday, vacation time for an equivalent and equal portion to their FMLA leave time.
b. Under paragraph "a" above, paid leave and the FMLA leave will run concurrently.
c. Leave covered by Workers' Compensation or short-term disability payments will run concurrently with FMLA leave when the reason for the leave is covered by the FMLA.

Return from FMLA Leave

With the exception of certain key employees, those who return to work from FMLA leave on the business day following the expiration of the leave are entitled to return to their job or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Notice to Human Resources Office

An employee must provide to the Human Resources Office at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

NOTE: An employee forfeits the protections provided in this policy if he or she does not give notice of the reason for the leave within 2 days after his or her return to work. The employee's time away could be counted as unscheduled under the County's attendance policy and, the absence will not be counted as FMLA leave in such case.

Counting Absence as FMLA Leave

To the extent permitted by law, in the event an absence is for a reason covered by the FMLA, the County reserves the right to count it as FMLA leave, whether the employee has applied for FMLA leave or not.

Medical Evidence upon Return to Work

Except during the course of approved intermittent or reduced hours FMLA leave, when FMLA leave is taken due to the employee's own serious health condition, the County may obtain certification from the employee's health care provider that the employee is able to resume work before the employee will be allowed to return to work. Such certification will be job related and consistent with business necessity. The County will consider any reasonable accommodations to an ongoing condition as required by law.

Outside Employment during Leave

Outside or supplemental employment is generally prohibited during paid and/or unpaid Family and Medical Leave. Exceptions may be granted on a case-by-case basis but must be approved by the County Administrator.

Failure to Cooperate

If an employee fails to provide required information to the County, the employee may have his/her FMLA leave delayed or denied, and as permitted by law, be subject to discipline, up to and including discharge.

HEALTH MEASUREMENT PERIOD

Measurement Period

1. Initial Measurement Period

Our County has established an initial Measurement Period of six months for all new hires where the work schedule of the individual is either variable or unknown. The average number of hours worked per week will be reviewed from

the date of hire to the end of the first six months of employment to determine eligibility for County provided health benefits.

Standard Measurement Period

Our Standard Measurement Period will be for a 6-month beginning on May 1 of each year and ending on October 31 of the following year. The average number of hours worked per week for each part time employee will be reviewed during this time to determine eligibility for County-provided health benefits.

Administrative Period

1. Initial Administrative Period

Our Initial Administrative Period begins immediately following the Initial Measurement Period. During this Initial Administrative Period, those part-time employees having completed the Initial Measurement Period will be notified of their eligibility for County provided health benefits. An opportunity to enroll in the County provided health benefits and additional information will be provided to eligible employees, including:

- coverage options available to them under the County's plan
- coverage cost
- term of such coverage or the "Initial Stability Period"
- enrollment documents

2. Standard Administrative Period

Our Standard Administrative Period begins on November 1 and ends on December 31 of each year. Part time employees will be notified of their new or continued eligibility for County provided health benefits during this time. Additionally, those employees who are newly eligible for County provided health benefits will be provided the opportunity to enroll and given additional information, including:

- coverage options available to them under the County's plan
- coverage cost
- term of such coverage or the "Standard Stability Period"
- enrollment documents

Standard Stability Period

If an employee chooses to enroll in the County provided health plan, coverage is guaranteed during the Stability Period no matter how many hours are worked so long as the individual remains an employee.

1. Initial Stability Period

Our Initial Stability Period begins on the first day following the end of the Initial Administration Period and extends for six consecutive calendar months. An employee whose Initial Measurement Period overlaps with the Standard Measurement Period for ongoing employees will be included in the Standard Measurement Period as well.

2. Standard Stability Period

Our Standard Stability Period is one year in length and begins on January 1 and ends on December 31.

**** For more information please contact the Office of Human Resources****

DOMESTIC VIOLENCE LEAVE POLICY

Background and Eligibility

Jackson County has adopted this Domestic Violence Leave Policy to comply with the requirements of Florida law. This policy shall be deemed amended as the law may be from time to time, to remain consistent with Florida law. The definition of "domestic violence", "family or household member" or "victim" as well as all other relevant terms shall be as stated in section 741.313, Florida Statutes.

County employees are permitted to request and take up to 3 working days of unpaid leave from work in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence or sexual violence.

An employee seeking leave under this policy must, before receiving the leave, exhaust all annual or vacation leave, personal holiday and sick leave, if applicable, that is available to the employee before taking unpaid leave.

In order to be eligible for leave under this policy, the employee must have worked for Jackson County for at least 3 calendar months and must establish a need for leave as outlined under section 741.313, Florida Statutes.

The 12 month period in which eligible employees may take three (3) days of Domestic Violence leave will be calculated in the following manner: A rolling twelve month period measured backward from the date an employee uses any Domestic Violence leave, such that each time an employee takes Domestic Violence leave the remaining leave entitlement would be any balance of the 3 days which has not been used during the immediately preceding 12 months. Additionally, domestic violence leave and FMLA leave will run concurrently if the employee is eligible to take FMLA leave as a result of a qualifying domestic violence incident.

Requests for Leave, Documentation, and Confidentiality

An employee must provide prior notice when possible of the need for domestic violence leave, except in cases of imminent danger to the health or safety of the employee or to an employee's family or household member. The request must also be accompanied with sufficient documentation of the act of domestic violence. The documentation may include copies of police reports, restraining orders, legal papers to be filed with the court, orders to appear in court, or any other documentation to establish the need for domestic violence leave as set out in this policy. All information regarding an employee's domestic violence leave will be kept confidential and exempt from disclosure by Jackson County, and will only be disclosed when permitted or required by law and/or court order.

(HIPPA) CONFIDENTIALITY POLICY

In the performance of their duties and responsibilities, certain employees may have access to and be involved with discussing confidential medical information. It is the obligation of such employees to maintain confidentiality of this information at all times, both at work and off duty. Any unauthorized disclosure of confidential medical information may result in disciplinary action, up to and including termination.

EMPLOYEE ASSISTANCE PROGRAM (EAP) 1-888-785-8750

EAP is available for employees and their immediate family members. The EAP provides up to 3 assessment sessions for short term problem resolution counseling for family, emotional, marital and other personal problems at no cost. Additionally, the EAP counselors provide professional referrals when therapy is needed for mental health and substance abuse treatment benefits. Use of the EAP on a voluntary basis is entirely confidential, and is disclosed only on a need to know basis and as permitted by local, state, and federal law.

Confidential Assistance provided to you by calling
1-888-785-8750.

SECTION IV – COMPENSATION PLAN

PAY TRANSPARENCY

Our County complies with the Pay Transparency requirements for Federal Contractors. As such, our County will not discharge, discipline, or otherwise discriminate against, employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants.

For our County compensation includes: base pay, County-provided benefits, overtime pay, and commissions, and bonuses.

Any employee who feels that they have been the victim of discriminating compensation practices is encouraged to bring their concerns to either their immediate supervisor, the Office of Human Resources or the County Administrator so that the concerns may be reviewed and resolved. Likewise, any employee that feels they have been disciplined for seeking information about compensation or discussing their compensation or the compensation of others employees or applicants of the County, should bring their concerns to the Office of Human Resources or the County Administrator.

Employees who work in the Office of Human Resources, Payroll Department, Accounting Department, or serve in any other role where compensation information is obtained in the course of performing their assigned job functions are not protected by this regulation and are prohibited from disclosing any compensation information.

SALARY AND WAGE SCHEDULE

The Board of County Commissioners has the sole authority to change Pay Grades and establish positions. The County Administrator has the authority (with Board approval) to hire new employees based on their qualifications, up to the mid-range of the Pay Grades. The County Administrator may eliminate positions with Board approval.

The Office of Human Resources shall maintain a current job description for each authorized employment position in Jackson County. The job description shall include an accurate description of assigned duties and responsibilities. Job descriptions are managed and revised as needed under the authority of the County Administrator and the Office of Human Resources.

The salaries of employees of Jackson County shall be on the basis of a pay scale. Each job title is placed into a classification, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. The pay plan includes a wage and salary schedule with a pay range assigned to each job description. Each pay range has a minimum and maximum salary amount.

The hire date, anniversary date and annual performance evaluation for a salary increase will be one and the same date for all employees hired after January 1, 1999. More frequent evaluations may be performed as necessary.

Employees shall be paid within the limits of the wage and salary schedule to which their positions are assigned.

It is our policy to comply with the salary basis requirements of all existing wage laws. Therefore, we prohibit all supervisory employees from making any improper deductions from employees who are exempt from federal and/or state overtime pay requirements. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

DUTIES PERFORMED OUTSIDE CLASSIFICATION

Employees are expected to willingly participate in on-the-job training and cross-training and to be willing to help their co-workers and supervisors accomplish departmental tasks.
If an employee works exclusively in a different classification for one full pay period or 10 consecutive working days, they will receive additional compensation with the approval of the Department Director, the Office of Human Resources, and County Administrator.

ANNUAL EVALUATION

A yearly salary increase is not guaranteed for any employee. Salary increases are based on County budgetary restrictions.

Salary increases will be computed on the basis of a percentage determined annually and inaccordance with the merit evaluation program adopted by the Board of County Commissioners. Pay increases may be awarded in a **one-time** lump sum payment (a bonus) and not added to the employee's base pay.

Employees who are transferred and/or promoted within their department, with no drastic change in scope of work, shall be placed on 6 month probation. Employees transferring to a completely different department, with a drastic change in scope of work, shall be placed on 6 month probation. Their anniversary date for annual evaluation review will reflect the effective date in their new position.

RATE OF PAY ON PROMOTION

When an employee is promoted to a higher pay grade, the promotion will normally begin with a minimum of $1000 increase over current salary. This is to secure a pay rate for the employee that is more than they were receiving before the promotion, since the starting rate of the new pay grade may be below their current salary.

RATE OF PAY ON DEMOTION

When an employee is demoted to a position with a lower Pay Grade, due to the inability of the employee to perform the necessary duties of the higher classification, the employee's new salary shall not exceed the maximum rate established for the lower Pay Grade.

RATE OF PAY ON TRANSFER

Employees transferred to another position in the same job classification or to a different position with the same pay grade shall not be eligible for a pay increase. Employees transferred to another position in a lower job classification or pay grade shall be handled in accordance with the policy established for Demotions.

RATE OF PAY ON RECLASSIFICATION

When a position is reclassified to a higher class or grade, adjustments to salary shall be handled in the same manner as Promotions. When a reclassification results in assignment to a lower class or grade, adjustment shall be made in accordance with the rules for Demotions.

OVERTIME WORK AND PAY

Refers to compensation paid for work performed in excess of the normal 40-hour workweek and compensatory time has not been given.

- For Fire/Rescue employees, overtime pay begins when the employee works in excess of 212 hours in the 28-day pay cycle.
- For Corrections employees, overtime pay begins when the employee works in excess of 171 hours in the 28-day pay cycle
- Inmate Supervision – employees, who are assigned inmates and monitor them during lunch, will be paid 30 minutes per day overtime; this applies to all departments

Overtime work will be performed only with **PRIOR** approval and/or direction of the responsible supervisor and Department Director to the extent necessary to meet essential operation requirements or for an emergency operation.

The Department Director or his/her designee shall maintain accurate records of all overtime worked and justification for same.

The Human Resources Director shall have the responsibility to monitor the overtime reported and to investigate any unusually large amounts.

In order to meet special situations, emergencies or demands, employees may be required to work overtime, or work on days off. Employees may be asked to volunteer for overtime to accomplish non-emergency requirements. Employees of Jackson County serving the public are expected to work the extra hours when required. Employees who refuse to work overtime may be subject to disciplinary action up to and including possible termination.

Overtime will only be counted for time worked; *with the exception of holiday pay. Example: If an employee worked 32 hours and received 8 hours of holiday; they would receive overtime for the hours worked in excess of 32 hours. (change effective 11/27/2019).*
Sick time and annual leave will not be counted when computing overtime.

ON CALL PAY

If an employee is placed on call, they shall receive a minimum of one (1) hour per day Monday through Friday and two (2) hours per day on Saturday and Sunday at his/her regular straight time. All on call hours must be documented and signed off on by Department Director for compensation.

On-call pay will not be authorized for any employee who is on any approved leave. Violation of the on-call policy may result in disciplinary action

CALL OUT PAY

When a non-exempt, regular full-time employee is required by their Department Director or the County Administrator to return to work during designated off-duty hours, the employee shall be compensated for a minimum of two (2) hours or actual hours worked, whichever is greater. The compensation rate shall be time and one-half hours for every hour physically worked. Time documented should begin at the time the employee leaves home and end when employee returns home. Employees will thereby be compensated for their travel time, but will **not** be paid mileage.

Telephone calls to a non-exempt, regular full-time employee due to County needs during the employee's off-duty hours shall be recorded as time worked and may be considered hours worked depending on the circumstances.

Additionally:
All County Employees are essential to the organization and are the most important part of the County's service delivery system. During times of disaster, critical services provided by the County must continue to be provided during disasters to insure to the best of our ability that the public is protected. County employees who are designated by their respective department directors to perform their assigned duties to insure that critical services are continuously offered during and immediately after disasters are issued a County Magnetic Key Card for access to the emergency operations center as an essential worker.

During a "declared local state of emergency" the County Administrator shall have the authority to excuse certain personnel from responding to work and shall have the authority to authorize non-exempt and exempt personnel to work their regularly scheduled work hours and in excess of their regularly scheduled work hours.

Compensation status for County employees will be addressed as follows during a "declared local state of emergency":

- **Exempt employees that are not eligible for overtime and are required to work** – such employees will be entitled to time off equal to time worked. This time should be taken within a reasonable period after accrued as long as the request to use the accrued time will not unduly disrupt the operations of the division in providing levels of service of an acceptable quality and quantity.
- **Exempt or non-exempt employees that did not respond to work** – such employees will receive their normal pay as Administrative Leave.
- **Employees on PREAPPROVED scheduled annual, ~~or~~ sick leave, FMLA, or Leave Without Pay** – such employees' on vacation and/or sick leave status will not change and they will be charged leave time accordingly.

In order to seek FEMA reimbursement for the time each employee spends working during a "declared local state of emergency", overtime reports must state how many overtime hours are associated with the declared emergency. Additionally, information should be included in the overtime reports that identify whether it was pre-emergency or post emergency work. You may have additional hours that will be reported that are not associated with the "declared local state of emergency". Each division should retain copies of payroll records and overtime reports generated during a declared emergency until such time as you will be requested to provide these records to the appropriate office that will be coordinating FEMA reimbursement.

E-MAIL CURFEW

It is the policy of our County that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. **With prior approval**, non-exempt employees will be compensated for hours spent reviewing and responding to emails outside their regularly scheduled work hours, with comp time. Employees violating this policy are subject to discipline, up to and including termination.

SECTION V – POLICY STATEMENTS

EQUAL OPPORTUNITY EMPLOYMENT

Jackson County is an equal opportunity employer.

All employment decisions are made on the basis of individual skills, regardless of such factors as race, color, religion, national origin, sex, age, marital status, pregnancy, genetic information, disability or any other protected status or condition protected by applicable federal, state or local laws. Jackson County will make reasonable accommodations consistent with applicable law to the known disabilities of an otherwise qualified applicant or employee who is able to perform the essential functions of the position sought or held. Jackson County does not tolerate discrimination or unlawful harassment (including sexual harassment). Likewise, Jackson County does not permit retaliation for reporting unlawful conduct.

RETALIATION

Any person, who reports or participates in an investigation of any type of harassment and/or discrimination, shall be protected from harassment, coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or participating in an investigation. If you believe you have been subjected to retaliation for reporting or participating in an investigation of any type of harassment and/or discrimination, you must file a complaint by following the procedures for reporting harassment and/or discrimination.

AMERICANS WITH DISABILITIES ACT

Jackson County will provide equal opportunities and a bias free work environment for disabled employees and employment candidates. The County, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

ALCOHOL/DRUG ABUSE POLICY

The purpose of this policy is to define Jackson County's position regarding employees whose job performance is adversely affected by alcohol/drug abuse, or engaging in illegal drug activity, as both subjects are addressed in Florida Statute 440 Drug-Free Workplace. Pre-employment screening is mandatory.

Illegal drug use and/or alcohol abuse, whether on or off the job, may be subject to disciplinary action up to and including termination. Drug or alcohol dependency is a serious matter and employees needing help with such addictions are encouraged to seek help.

Being under the influence of alcoholic beverages, or possession or being under the influence of illegal drugs[1] on County property or any work site, or while on duty is a serious violation of this policy, and will subject the employee to disciplinary action up to and including termination.

Random testing shall be performed for employees working in safety sensitive and/or FDOT positions

An employee will be required by his or her supervisor to submit to a blood/urine or other test for alcohol or illegal drugs[1] if reasonable suspicion exists to believe the employee is under the influence of alcohol or drugs. Employees who are directed to submit to tests for alcohol or illegal drugs under these circumstances and who test positive, as determined by the County, or refuse or fail to submit to these tests when and as directed, will be subject to immediate termination.

Employees who are convicted or sentenced for on or off the job illegal drug activity ~~will~~ shall be considered in violation of this policy and subject to termination of employment. Employees must report any conviction under a criminal drug statute for violations occurring on or off County premises immediately.

Employees must notify their supervisor when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. Verification of required medication under these circumstances will be submitted by providing a prescription copy or physician's statement showing medication required and dates of use. Failure to do so will result in appropriate disciplinary action up to and including possible termination.

---

[1] Any drug which (a) is not legally obtainable; (b) may be legally obtainable but which has not been legally obtained; or (c) is being used in a manner or for purposes other than as prescribed or intended.

TOBACCO POLICY

The use of tobacco products is prohibited in all enclosed indoor workplaces as established by State law and in compliance with the Florida Clean Indoor Act and to protect the health and safety of employees and the general public. Signs prohibiting the use of tobacco products shall be conspicuously posted in every facility and work area, which includes all County owned, leased or rented vehicles and County owned, leased or rented mobile equipment. Use of tobacco products shall only occur at a reasonable distance (i.e. 20 feet or more) outside any enclosed area where smoking is prohibited to ensure that tobacco does not enter the area through entrances, windows, ventilation systems or any other means. Ashtrays will be made available and maintained in a safe manner in the outdoor designated smoking areas and are to remain in the designated areas at all times.

The use of tobacco, smokeless tobacco, smoking and smoking-alternative products (such as e-cigarettes and similar vapor inhaling products) are not permitted anywhere within the buildings occupied by Jackson County, i.e. in the offices, warehouse, break room, restrooms, hallways, etc. Tobacco, smoking, and smoking-alternative products are also prohibited in any Jackson County owned or leased vehicles.

Complaints of violation of this policy should be directed to the supervisor responsible for the particular work area or facility involved in the complaint. The responsible supervisor shall be charged with notifying the violator of the pertinent portions of this policy, and violator will be subject to disciplinary action.

SAFETY AND LOSS CONTROL POLICY

Jackson County recognizes the necessity for a safe and healthful work place, through the adherence to sound safety and health principles. With the assistance of County employees, Jackson County will work to provide a hazard free work environment.

Jackson County will continually strive to improve the guidelines and the published rules; your support in this endeavor is requested through compliance with the rules and by providing suggested improvements.

WORKPLACE VIOLENCE POLICY

Our County maintains a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide all employees with guidelines that will maintain a workplace culture that is free of violence. Threats, either implied or direct, of any kind by an employee, client, vendor, or any other person are prohibited at the County. Such conduct will not be tolerated and will result in prompt and remedial action. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The County urges all employees to come forward to the human resource office in the event that they become aware of any type of potential or actual threat or in any situation in which they observe or learn of a conflict within the workplace. An immediate investigation will occur when any such report is made. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to such person is also prohibited.

Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

A. PROHIBITED BEHAVIOR: Violence in the workplace may include, but is not limited to the following list of prohibitedbehaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Assault of any form
5. Physical restraint, confinement
6. Dangerous or threatening horseplay
7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
8. Blatant or intentional disregard for the safety or well-being of others
9. Commission of a violent felony or misdemeanor on County property
10. Any other act that a reasonable person would perceive as constituting a threat of violence

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse
- Domestic partner or former domestic partner
- Cohabitant or former cohabitant and or other household members
- A person with whom the victim is having, or has had, a dating or engagement relationship
- A person with whom the victim has a child

The Organization recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

B. REPORTING ACTS OR THREATS OF VIOLENCE: An employee who:

1. Is the victim of violence, or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:
   - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
   - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible, who must report the incident toHuman Resources.

C. PROCEDURES – FUTURE VIOLENCE: Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the Organization, shallinform their supervisor by immediately completing an Violence Report so appropriate action may be taken. The supervisor shall inform his/her Department Director or designee, the Director of Human Resources, the County Administrator and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the Department Director, the Director of Human Resources and local police.

D. INCIDENT INVESTIGATION: Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The employee's Department Director will contact the Office of Human Resources and an investigation will be initiated into potential violation of work rules/policies. Simultaneously, the Office of Human Resources will refer the matter to local police fortheir review of potential violation of civil and/or criminal law. Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible
- Interviewing injured and threatened employees and witnesses

- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken

In appropriate circumstances, the County will inform the reporting individual of the results of the investigation. To the extent possible, the County will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The County will not tolerate retaliation against any employee who reports workplace violence.

E. MITIGATING MEASURES: Incidents which threaten the security of employees shall be mitigated as soon as possiblefollowing their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred
- Provision of emergency medical care in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- Assurance that incidents are handled in accordance with this Workplace Violence Policy
- Requesting the County's attorney file a restraining order as appropriate

EMPLOYEE POLITICAL ACTIVITY POLICY

Political action by employees of Jackson County shall be governed by Chapter 104.31 of Florida Statutes. Nothing herein shall be construed to limit or restrict the right or ability of an employee to be involved in political campaigns or other community or political issues during the time an employee is **not at work**.

No employee shall be allowed to participate or engage in any political act while on duty or on County premises.

TATTOO POLICY

Employees may not have any lewd or offensive indelible marks or figures (tattoos) visible on any **exposed** part of the body while wearing the assigned duty uniform or performing County duties.

RELIGIOUS EXPRESSION POLICY

The County works diligently to respect the recognized religious beliefs of its entire workforce. As such, it welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on the County's ability to properly fulfill its mission. An employee merely needs to codify the request for a religious accommodation and present it to the employees' supervisor or to the human resource department for consideration and corresponding action. Examples of accommodations include using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirement, or for other aspects of employment.

EMPLOYMENT REFERENCE PROHIBITION

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

DATING AND FRATERNIZATION POLICY

Supervisors shall not engage in dating, sexual or other intimate personal relationships with employees. Actual or perceived favoritism, misuse of authority, and unprofessional behavior may result from such relationships. Any such relationships should be promptly reported to the Office of Human Resources for appropriate management. Nothing in this policy is intended to infringe upon employees' rights to engage in protected concerted activity. Employees who violate this policy may be subject to disciplinary, up to and including employment termination.

DISTRACTED DRIVER POLICY

The County supplies certain employees with cell phones or other personal data devices for business purposes, when required to perform job duties. Research indicates that phone calling, texting or emailing using a cell phone or other device while driving is dangerous, and may even approach the equivalent danger of driving while intoxicated. We recognize that other distractions occur while driving, however, curbing the use of cell phones, and personal data devices during driving, is one way to minimize the risk of accidents.

Therefore, the County prohibits employees from using County provided cell phones to text or email while driving either a County or personal vehicle. Cell phone usage while driving is restricted to usage only when operated in a hands free mode. Further, personal cell phones or personal devices are restricted in the same manner while driving a County vehicle or when using a personal vehicle for County business.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, the County, the customers, vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the County, or any other County related activities not named here while driving.

All employees are required to stop their vehicle in a safe location to use a cell phone or data device.

The County understands that employees who work in corrections or emergency services are required to use communication devices to perform their job duties. The employees must take all caution to protect themselves and those around them while performing on-the-job duties.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

NEPOTISM POLICY

To ensure fairness and the best interest of Jackson County, immediate family will not be employed in any position where:

1. One immediate family member would have the authority to supervise, appoint, remove, discipline or evaluatethe performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exists which would place the relatives in a situation of actual or reasonably foreseeableconflict between the County's interest and their own.

STATEMENT OF GENERAL LAW

Any State, Federal or local issues which become law will be enforced and/or administered according to provisions of the act.

SECTION VI – DISCIPLINE

SAMENESS VS. CONSISTENCY POLICY

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

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

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

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

DISCIPLINARY PROCEDURES

There are certain standards of common honesty, behavior, and job performance that Jackson County expects of its employees. Employees are expected to adhere to these standards as a good citizen and as a good employee. If an employee should, however, engage in misconduct which violates policies of Jackson County, and/or is detrimental to the safe working atmosphere which Jackson County wishes to provide for its employees and citizens, then disciplinary action shall be imposed. Such action shall include disciplinary counseling, warning, suspension and/or discharge.

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of Jackson County.

Acts, errors, or omissions which discredit public service or impair the provision of orderly services to the citizens of Jackson County shall result in discipline, including termination.

The following are examples of the types of behavior that shall result in discipline, including termination:

1. Insubordination (Definition: Defiance of authority or refusal to obey orders)
2. Absence from work without first notifying and securing permission from the supervisor
3. Habitual absences or tardiness for any reason
4. Unsatisfactory job performance
5. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances or the suspicion of any activity listed above
6. Conviction of a felony or a misdemeanor involving moral turpitude
7. Acceptance of fees, gratuities, or other valuable items in the performance of the employee's official duties for the Board
8. Inability, refusal, or failure to perform the duties of the assigned job
9. Threatening citizens, co-workers or supervisors with violence
10. Violation of duties, safety rules, or rules imposed by this Manual or by any other Board rule, regulation, or administrative order
11. Failure to return required Family and Medical Leave Act forms which constitutes Leave without approval
12. Failure to attend mandatory training
13. Using or disclosing protected health information, in the violation of Jackson County's Privacy Policy and against Federal Law, regarding the Health Insurance Portability and Accountability Act or otherwise violating the Privacy Policy.
14. Failure to use the proper chain of command
15. Failure to notify supervisor of injury sustained on the job.

This list is not all-inclusive, but only serves as a general guide. Employees may be disciplined for other reasons not stated above. Employment remains at will despite this list.

The Department Director has full discretion and authority to approve disciplinary actions short of suspension, demotion and termination. Employees are not entitled to prior notice before disciplinary action is taken. The County Administrator or the employee shall be free to terminate the employment relationship at any time, for any reason. No complaint can be filed regarding a termination decision. Employment remains at will at all times and there is to be no expectation of continued employment.

In the event that discipline is necessary, the goal will be to follow progressive disciplinary actions.
The following types of disciplinary actions may be used:

A. Verbal Counseling

Verbal counseling sessions may take place between employees and supervisor's in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made by the employee. At the same time, however, it should be specifically stated that the employee is receiving a **formal warning**. Documentation of the verbal counseling session will be written on Form PD-44 or formal memo. Copies of all verbal counseling should be distributed as follows: one copy to the employee, one original to the Human Resources Department for inclusion in the employee's permanent file.

B. Written Counseling

Written counseling sessions take place between supervisor and an employee when the behavior of the employee is a repeated violation and verbal counseling has been administered; hinders the progress of the department in

which the employee works; or hampers the progress of the County. Documentation of the written counseling session will be recorded on Form PD-44 or formal memo. Copies of all written warnings should be distributed as follows: one copy to the employee, one original to the Human Resources Department for inclusion in the employee's permanent file.
Signing a written counseling or any other disciplinary document is only intended to confirm receipt and does not constitute an admission that the employee agrees with the action taken. Refusing to sign a written counseling or any other disciplinary document may result in further discipline action up to and including termination.

Employees can submit a rebuttal within five business days to the office of Human Resources and this will be inserted into their personnel file.

C. Suspensions

Suspension, or release from duty, is a more severe action that may be used to continue investigations and/or for constructive improvement. Suspensions are issued when it is determined that a second warning would not suffice or that an initial incident is too severe for a warning yet not sufficiently severe for dismissal.
A responsible Supervisor with concurrence of their department director may, for disciplinary purposes, recommend suspension without pay of any employee under their supervision for a period of up to three (3) days with the approval of the Office of Human Resources and the County Administrator. The County Administrator must approve all recommended suspensions. A written statement specifically setting forth reasons for and the length of time of such suspension shall be maintained in his/her permanent personnel file in the Office of Human Resources.

D. Compulsory Resignation

An employee, who, without valid reason, fails to report to work for three (3) days without authorized leave, shall be separated from the payroll and reported as a compulsory resignation. Failure to report to work and does not communicate reason for absence with supervisor constitutes job abandonment. Reemployment of such an employee is at the discretion of the County Administrator.

E. Dismissal during Probationary Period

Any time during the probationary period, the responsible supervisor, with concurrence of their department director and approval of the Office of Human Resources and the County Administrator, may terminate an employee if, in their opinion, the working test period indicates that such an employee is documented to be unable or unwilling to perform the duties of the position satisfactorily or that his or her behavior or lack of dependability do not merit continuing his/her employment.

F. Demotions

If at any time during the course of employment, it is determined by the responsible supervisor that an employee is not satisfactorily performing the duties of their assigned position, but not considered sufficient for termination, the responsible supervisor with concurrence of the department director and approval of the County Administrator may demote an employee to a position of a different classification and wage schedule.

G. Dismissal of Non-Probationary Employees

An employee's employment may be recommended for termination after other disciplinary measures have failed, when an employee's poor work performance shows no substantial improvement despite attempts by the department director and/or supervisor to resolve the problem with the employee, when a first-time incident occurs that is extremely serious, or when an employee's actions irrevocably break or hinder the relationship of the employee with management (including, but not limited to theft, fraud, gross insubordination, etc.). An employee may be recommended for termination at any time regardless to any progressive steps if he or she commits an offense for which, in management's judgment, the employee's continued presence would be contrary to the well-

being of the County or its employees. The Human Resources Department must be consulted in all cases of discipline or potential dismissal. The Human Resources Department will advise the respective department of the best way to manage the particular situation, including documentation requirements and advice on notice requirements.

Discipline is progressive and cumulative. Specifically, all forms of discipline are documented and retained on record and can have a cumulative effect, leading to progressive discipline up to and including employment termination. Once a discipline step is documented, it becomes part of the employee's permanent record. The age of prior disciplinary action(s) are taken into account when determining appropriate future discipline.

Progressive disciplinary action may also be administered for dissimilar offenses or deficiencies. If the employee has received a second disciplinary action for similar or dissimilar offenses or deficiencies, it should be considered cumulative and will allow the supervisor to progress to a more severe form of discipline.

The decision of the County Administrator will be final and binding upon the non-probationary employee, and will not be subject to any further appeals.

PROCUREMENT AND INVOLUNTARY SEPARATION

The County limits the ability to take tangible employment action, including the authority to hire and involuntarily separate employees, to the County Administrator, Human Resources Director and Department Director positions. No other individual within the County is empowered to take such express actions.

SECTION VII – GRIEVANCE POLICY & PROCEDURES

PURPOSE
The purpose of this policy is to establish a process for resolving all regular employee work-related problems at the lowest administrative level and to ensure the fair, expeditious, and orderly resolution of employee problems and grievances. Employees cannot grieve the failure to be promoted, performance evaluations or termination. Grievances may not be filed by probationary employees.

DEFINITION
A grievance is defined as: A complaint by an employee that a specific County personnel policy or written procedure has been violated or that a State or Federal law has been violated.

TIME LIMITS
The time limits set forth in the policy are strictly adhered to. Failure on the part of the Supervisor, the Department Director or the Human Resources Department to comply with the time limits enables the employee to proceed to the next step. If an employee fails to comply with the time limits, his or her problem shall be deemed resolved and any pending complaint shall be dismissed.

STEP 1 – Immediate Supervisor

- When an employee has a work-related problem, he/she shall consult their immediate supervisor. It is the supervisor's responsibility to consider and attempt to settle any problems as quickly as possible. Because solutions to problems are most effectively achieved if the matter is discussed promptly, the employee must document and discuss the matter with his/her supervisor within seven (7) working days of when the event occurred. The Supervisor has five (5) working days to respond to the employee. If no solution is attainable, the employee may proceed to Step II.

STEP II – Department Director

- If the matter is not satisfactorily resolved in Step I, the employee may present the written statement of the problem or concern to the Department Director. This step must be taken within seven (7) working days of receipt of the Supervisor's written decision. The Department Director shall render a written decision to the employee within five (5) working days after receipt of the employee's written statement. If no solution is attainable, the employee may proceed to Step III

STEP III – Human Resources Department

- In the event the problem remains unsettled, the employee may refer the matter to the Human Resources Department within seven (7) working days of receiving the Department Director's decision. The Human Resources Director or designee attempts to resolve complaints within his/her area of responsibility. In the event the problem cannot be resolved within five (5) working days of the date the grievance is received in writing in the Human Resources office or if it is beyond the scope of the Human Resources Director's responsibility, the Human Resources Department will prepare a report to the County Administrator.

STEP IV – County Administrator

- The County Administrator or his/her designee will consider the submitted grievance. Upon request, the employee submitting the grievance may present his/her position in writing and/or in a meeting with the relevant official/designee. After considering all the available information, the County Administrator will make a final determination within five (5) working days after receipt of written submission and/or meeting with employee, whichever is last-occurring. The decision of the County Administrator shall conclude the grievance and shall be binding upon the parties.

If the grievance is against the County Administrator, all documentation will be given to the Board Chairperson and the Office of Human Resources for review.

PROHIBITION AGAINST RETALIATION

Jackson County prohibits retaliation against any employee for following the employee Grievance Procedure or for participating or cooperating in any way with this Procedure.

Any employee who believes that he/she has been harassed or retaliated against for having used this policy and procedure may, within seven (7) working days of the occurrence, file such allegation with the Human Resources Department for further investigation. After completion of its investigation, the Human Resources Department will submit a report of its investigation to the County Administrator, who will take appropriate action.

Violation of this section is subject to disciplinary action including and up to and/or including employment termination.

SECTION VIII – CONCLUSION

The preceding policies and procedures are guidelines and do not in any way constitute nor should be construed as a contract of employment, express or implied, or a promise of employment for any specified time.

The County may add, change, delete, suspend or discontinue any part or parts of the policies in this Personnel Policy Manual at any time, with Board approval, without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employee and the employer. Employees shall not accrue eligibility for any benefits for rights and privileges beyond the last day worked.

PERSONNEL POLICIES ACKNOWLEDGEMENT

This is an acknowledgement that I have received my copy of the Personnel Policies. These policies were approved by the Board of County Commissioners on September 13, 2016, to be effective October 1, 2016. I understand and agree that it is MY responsibility to read, familiarize myself with, and abide by, the policies and procedures contained herein.

_____
PRINT FULL NAME

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
WITNESS SIGNATURE DATE

List of Forms:
PD-31: Attendance and Leave Report
PD-33/2: Leave Slip
PD-44: Disciplinary Form
PD-45: Grievance Form