



## **EMPLOYEE HANDBOOK**

### **Description**

**Welcome to Children's Services Council of Martin County**

**Introduction and Our Mission Statement**

**Guiding Principles and Strategic Plan**

**Table of Contents**

**Personnel Policies & Procedures**

Approved 11/27/2006  
Effective 01/01/2007  
Revised 01/01/2009  
Revised 03/03/2009  
Revised & Approved 10/26/15  
Effective 01/01/2016  
Revised 12/20/2020  
Approved 00/00/2021

## **WELCOME TO THE CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)**

Whether you have just joined our staff or have been at CSCMC for a while, we are confident that you will find our agency a dynamic and rewarding place in which to work. At Children's Services Council of Martin County, we are optimistic about the future and hope that your employment with us will be mutually rewarding. We consider the employees of CSCMC to be one of its most valuable resources.

This handbook has been written to serve as the guide for the employer/employee relationship and to provide you with basic information about CSCMC and its current policies, procedures, and benefits. We encourage you to become familiar with these policies. Should you have any questions about a policy or its application, please let us know. CSCMC reserves the right to revise these policies and procedures as necessary without notice. This handbook is not a contract and is not intended to and does not create an entitlement to any benefit.

Employment with the Children's Services Council of Martin County is at will and the employee or employer may terminate the employment relationship at any time for any reason or no reason, so long as the reason is not a violation of Federal or State law. Nothing contained in this handbook is intended to create, nor shall it be construed as creating, an expressed or implied contract or guarantee of employment for any specific term.

Again, I welcome you to the Children's Services Council of Martin County at a very exciting time in our history as together we strive to meet the complex needs of the children and families in Martin County.

Sincerely,

David L. Heaton  
Executive Director

## **Introduction**

The Children's Services Council of Martin County is an independent special taxing district created to plan, fund, and coordinate social services for children in Martin County, Florida. CSCMC was authorized by Florida Statute 125.901 and created by Local Ordinance #348 on June 28, 1988.

To implement its mandate, the Council is empowered by local referendum to assess an ad valorem tax up to one-half mill (\$.50 per \$1,000) of non-exempt property evaluation.

The Ten Member Council is comprised of:

- The Superintendent of Schools
- A School Board Member
- The District Administrator of the Department of Children & Families (or a designee)
- A Member of the Martin County Board of County Commissioners (MCBOCC)
- A Circuit Judge representing the Juvenile Division
- Five Citizen Members appointed by the Governor

## **Mission & Values**

### **Our Mission Statement**

The mission of the Children's Services Council of Martin County is to enhance the lives of the children of Martin County and to enable them to attain their full potential.

### **Our Core Values**

**Core Value: Children/Families** – We are dedicated to the well being of children in our community and the positive role that families and caring adults play in the lives of children. We also believe in the importance and value of family in both our work and personal lives

- Prioritizes needs of children and their families when making decisions
- Understands the purpose of CSC and the role we play in the community
- Supports the roles and functions that align with the mission to serve Martin County children and their families.

**Core Value: Teamwork** – We succeed by working together toward a shared vision and common goals.

- Shares information and knowledge with others
- Adapts to changing priorities
- Handles unexpected situations and does so in a calm positive manner
- Exhibits teamwork, takes initiative to help

**Core Value: Accountability** – We are responsible and accountable to our customers – children and families, programs and the taxpayers – to effectively utilize community dollars

- Takes responsibility for personal actions and performance and fixes mistakes
- Meets task deadlines and work commitments
- Fulfills work obligations in a timely and satisfactory manner

**Core Value: Collaboration** – We believe that by fostering effective community partnerships, we broaden and strengthen the services to children and families.

- Works to establish positive relationships with outside organizations
- Is approachable. Follows up outside questions/requests (in a timely manner)

**Core Value: Integrity** – We pursue our mission with honesty, trustworthiness, and a high ethical standard.

- Demonstrates high professional and ethical standards
- Is open and honest, follows through
- Avoids gossip

**Core Value: Excellence** – We believe in our work and its impact on our community and believe that what is worth doing is worth doing well.

- Takes pride in work, strives for excellence
- Continually looks to improve the quality/quantity of work
- Values learning and seeks out new learning opportunities

**Core Value: Respect** – We acknowledge the dignity and worth of each person by recognizing their diversity, opinions, and needs.

- Listens carefully, expresses concern and empathy when appropriate
- Remains mindful of the perspective and needs of others (e.g. colleagues, providers, community, others)
- Respects diversity and appreciates differences

**Core Value: Creativity** – We are open to unique and creative approaches and solutions understanding that yesterday's approaches may not be today's or tomorrow's.

- When appropriate, develops/recommends new processes and procedures
- Keeps abreast of new developments and enhancements in work area
- Not afraid to take chances

**Core Value: Communications** – We appreciate that open, honest communication – both expressing and listening to ideas – is crucial to accomplishing our mission and establishing an effective work environment.

- Communicates ideas and message clearly
- Actively listens, seeks to understand others
- Keeps others informed

**Core Value: Humor** – We take our jobs seriously but not ourselves. We look for humor and fun in our daily work.

- Is humble, does not take themselves too seriously
- Quick to smile and lift up – positive towards team members and workplace
- Demonstrates sense of humor

## **Guiding Principals – Strategic Plan**

1. The Children's Services Council of Martin County (CSCMC) is ultimately accountable to the community's taxpayers to help improve the quality of life for all residents by supporting the children of Martin County to attain their full potential.
2. CSCMC fosters collaboration among provider agencies and encourages assessment of collective impact with community partners in order to develop increasingly robust systems of care.
3. CSCMC funding is informed by current qualitative and quantitative data that indicates essential areas for positively impacting children's well being. CSCMC focuses on key indicators that include local data benchmarked against national and/or state data.
4. CSCMC gives funding preference to proven program models that are research based, have demonstrated positive impact, and have sustainable and replicable outcomes.
5. CSCMC targets early intervention and prevention services for our most vulnerable children, families, and neighborhoods, while advocating for and supporting the increased availability of needed services for all children and their families.
6. CSCMC seeks opportunities to leverage local tax dollars with outside revenue from matching funds and grants that support the CSCMC Strategic Plan. Agencies receiving CSCMC funding are expected to diversify their sources of revenue, so as to not be solely reliant upon funding from the Council.
7. CSCMC holds itself to the highest standards of fiscal and operational accountability. CSCMC entrust public funds to those agencies that seek increased efficiencies and economies of scale, demonstrate competence, and show evidence of fiscal and program accountability.
8. CSCMC strategically addresses emerging issues and service gaps where impact can be demonstrated and measured for efficiency and effectiveness.
9. CSCMC provides public education, advocacy on behalf of children and families, access to information, and research to guide strategic decision-making.

## Table of Contents

<b>Section 1 - General Policies .....</b>	<b>8</b>
1. At-Will Statement	
At-Will Employment Disclaimer	8
Statement of Employee Responsibility	8
<b>Section 2 – Employee Classifications.....</b>	<b>11</b>
<b>Section 3 – Employment Practices.....</b>	<b>13</b>
1. Hiring	13
2. Terms of Employment	13
3. Conflict of Interest	16
4. Outside Activities	16
5. Honesty Policy	16
6. Public Records/Records Management	16
<b>Section 4 – Work Guidelines .....</b>	<b>18</b>
1. Office Hours	18
2. Compensation	18
3. Leave Time Requests through PayChex	19
4. Other	20
5. Reimbursement Work-Related Expenses & Safe Driving Policy	21
6. Flex Time	22
7. Access to CSCMC Computer/Working Remotely	23
8. Employee Appearance	23
9. Professionalism & Civility	25
10. Anti-Discrimination & Anti-Harassment	25
11. Code of Conduct	27
12. Weapons	29
13. Drug Free Workplace	29
14. Computers, Email, Voicemail, Text Messages & Telephones	30
15. Crisis Communications Policy	32
16. Accommodations for Nursing Mothers	32

<b>Section 5 – Employer Paid Benefits.....</b>	<b>32</b>
1. Insurance	32
2. Defined Contribution Pension Plan	34
3. Recognition	34
4. Professional Development/Certifications	34
5. Tuition Policy & Application	35
6. Retirement	40
7. Paid Leave	40
8. Leaves of Absence	42
9. Compassionate Leave	43
10. Military Leave	44
11. Jury Duty	46
12. Unpaid Leave of Absence (FMLA)	46
 <b>Section 6 – Separation.....</b>	 <b>48</b>
1. Voluntary Separation	48
2. Involuntary Separation	49
 <b>Section 7 – Corrective Action .....</b>	 <b>51</b>
1. Verbal Warning	51
2. Written Reprimand	51
3. Performance Improvement Plan	51
4. Suspension	52
6. Coordination/Administration of Procedure	52
7. Problem Resolution	52
 <b>Section 8 – Performance Evaluation.....</b>	 <b>54</b>
1. Staff	54
2. Merit Pay and Lump Sum Merit Pay Policy	55
 <b>Last Page – Receipt of Employee Handbook.....</b>	 <b>57</b>
Must be signed and handed into the Human Resources Manager For your Personnel File.	

## **Section 1    General Policies**

### **At-Will Disclaimer**

Employment with the Children's Services Council of Martin County is at- will and the employee or employer may terminate the employment relationship at any time for any reason or no reason, so long as the reason is not a violation of Federal or State law. Moreover, the policies and procedures set forth in this handbook do not create a contractual obligation between employees and the Children's Services Council of Martin County. None of the policies and procedures should be construed to constitute a contractual obligation of any kind or an express or implied contract of employment between the Children's Services Council of Martin County and any employee.

The policies in this handbook are designed to serve as guidelines for management action and employee responsibility. With the exception of those policies outlined in this manual, the CSC expressly disclaims any oral and/or written representations, agreements, or assurances to the contrary of its at-will policy.

The Children's Services Council of Martin County (Council) is responsible for the establishment, amendment, and/or repeal of personnel policies and shall review such policies as deemed necessary.

### **Statement of Employee Responsibility**

Each and every employee assumes certain responsibilities to CSC, his or her supervisor, and fellow employees. In order to ensure that we are all working according to common principles, we have established standards of conduct that we expect all CSC staff to observe. They include, but are not limited to:

1. Being informed about CSC policies and procedures, your conditions of employment, and the law as it relates to your employment. As a contributing member of our organization, you have the responsibility to consult with your supervisor and/or Human Resources if you have questions about your position, employment status, job expectations, benefits, or any other related matter.
2. Using CSC time, funds, and property only for CSC business and activities. We are funded by and responsible for exercising stewardship on behalf of the taxpayers of Martin County and that must be at the forefront of our thinking and behavior at all times.
3. CSC affords staff, when it is possible, flexible work schedules as outlined in these policies. Given that, it is your responsibility to report to work according to your established work schedule or the established schedule for your office or department. CSC values your contribution. If you find it necessary to be absent or late, we expect you to notify your supervisor in advance. In the event of an emergency, where advance notice is not possible, we expect you to notify your supervisor as soon as possible thereafter. All anticipated absences from work are to be discussed with and approved by your supervisor in advance.
4. Respecting the rights and property of others.



5. Abusive language, physical threats, violence, sabotage, and violation of equal employment laws (including sexual or other forms of harassment) are causes for disciplinary action up to and including dismissal.
6. Being aware of your own personal safety and the safety of others, and observing all safety rules and regulations. We expect that each employee will help us maintain a healthy and safe working environment by taking responsibility for immediately reporting any injuries or unsafe conditions to your supervisor and observing our no-smoking work environment.
7. Remaining focused. Higher performing organizations are staffed by employees who are alert and fully engaged in their work. Consequently, each and every employee is expected to be alert and prepared to perform effectively for the full workday. Reporting for work under the influence of illegal substances or intoxicants or use/possession of illegal substances and/or intoxicants on the job is cause for disciplinary action up to and including dismissal.
8. Abiding by CSC policy as outlined herein. While recognizing your right to your personal opinion as an individual, CSC expects every employee to abide by its policies in conjunction with the performance of job responsibilities. We encourage open communication and recognize that effective conflict resolution is essential to our work environment. If you are in disagreement with CSC policies or priorities, attempt to resolve the disagreement through the appropriate internal channels. They include your Supervisor and the HR Manager. In all situations, expressions of personal opinion should be distinguished from the performance of staff responsibilities.
9. Meeting the performance standards of your assigned position.

The Executive Director shall be appointed by the Council and serve at their pleasure and shall be subject to these policies and procedures so long as they do not conflict with the provisions of his/her employment contract. Where the personnel policies and procedures directly conflict with the employment contract, the employment contract shall govern. The Executive Director is responsible for the implementation of the personnel policies and may delegate authority for specific functions as provided for in these policies. Unless otherwise stated, the Executive Director has the authority to execute all personnel actions authorized in these policies, subject to budgetary constraints and applicable federal, state laws or administrative regulations.

These personnel policies are applicable to full-time and part-time employees of the Children's Services Council of Martin County, including the Executive Director, except where modified by the Executive Director's employment contract.

To comply with applicable titles of the "Civil Rights Act of 1964", as amended by the "Equal Opportunity Act of 1972"; the "Fair Labor Standards Act of 1938", as amended by the "Equal Pay for Equal Work Act of 1963"; the "Age Discrimination in Employment Act of 1965"; the "Rehabilitation Act of 1973" (PL91-230; Section 504); the "Civil Rights Act of 1991" and the "Americans With Disabilities Act"; other applicable Federal laws and regulations; applicable Florida statutes and regulations; applicable local ordinances and such future amendments to these statutory actions as may be enacted; it is the policy of the Council that no person shall, on the

grounds of race, age, sex, including sexual orientation and gender identity, disability, national origin, ethnicity, religion, marital status, military status, on the basis of genetic information, or any other category or class protected by law be excluded from participating in, denied benefit(s) or be otherwise discriminated against as an employee or volunteer of the Council or any of its programs or activities.

The Children's Services Council of Martin County is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities in every aspect of employment and advancement, which encourages efficient, productive, and creative work. Appropriate disciplinary action may be taken against an employee for violating this policy.

The Children's Services Council of Martin County prohibits verbal or physical conduct by any employee who harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Each Council employee is entitled to work in an environment that is free from any form of sexual harassment and from retaliation against those who oppose or report sexual harassment. It is the policy of the Council that sexual harassment is illegal and will not be tolerated. Sexual harassment is defined as conduct which is sexual in nature and includes, but is not limited to, unwelcome physical, verbal or visual conduct.

All Council employees are expected as a condition of employment to remain free of any impairment from drugs or alcohol in the workplace. The Council will not tolerate any drug or alcohol use, which imperils the health and well being of its employees or threatens the Council's responsibilities to the citizens of Martin County included in these policies and procedures.

These policies are effective upon the date of their adoption and supersede any personnel policies previously adopted by the Council.

Each current employee shall receive a copy of these policies upon adoption. Thereafter each newly hired employee shall receive a copy at the time of his/her appointment. All employees shall execute the acknowledgement located on the last page of this manual and shall submit same to the Human Resources Manager upon receipt of this manual.

## **Section 2    Employee Classifications**

Employee - A person employed by the Council and receiving wages/salary for the designated work performed.

Full-Time Employees - Regularly scheduled work periods of at least 37.5 hours or more per week.

Part-Time Employees - Regularly scheduled work periods of less than 30 hours per week.

(OHD) – The Executive Director or “his/her designee.”

Introductory Period of Employment - The introductory period enables the employee to learn about the job and the agency and to determine if the job opportunity measures up to the employee’s expectations. Likewise, this period enables CSCMC to determine whether the employee can effectively adjust to the agency and the requirements of the job.

Upon appointment to a full-time or part-time position, all new and promoted employees will serve a 90-day introductory period. The employee becomes a regular employee of CSCMC upon satisfactory completion of the introductory period. In accordance with the employment-at-will principle, completion of the introductory period does not imply permanent status, and an employee may be terminated prior to the completion of the introductory period.

If the employee does not satisfactorily complete the introductory period, at the discretion of the Executive Director, a three-month extension may be added. Under no instance will the introductory period exceed six calendar months. The employee, as with all regular employees, the Executive Director may terminate the employment of any introductory employee for any reasons, without advance notice.

Regular Employee - A full or part-time employee who has satisfactorily completed an introductory period (90 days) and has been officially, in writing, granted regular employee status.

Temporary Employee - Any person whose services are engaged on a limited basis to perform a function normally assigned to a regularly established position within the employing unit or to perform a responsibility inherent to the employing unit. Temporary employees are to be utilized only when the amount of work to be performed exceeds the capacity of the current work force. Temporary employment may not exceed four consecutive months. Temporary employees are not eligible for benefits under these personnel policies. However, if a temporary status employee is hired into a regular position, his/her service with CSCMC, as a temporary status employee, will count toward the waiting period for benefits.

Non-Exempt Employees – Non-exempt employees, are hourly employees, shall be compensated at time and a half for any time worked in excess of 40 hours per work week. CSCMC is committed to paying its employees for all hours worked. There is no “off-the-clock” work. If any employee believes he/she has not been paid for all hours worked on his/her pay is inaccurate for any reason, the employee shall immediately notify the Human Resources Manager. The policy of CSCMC is to normally pay overtime in the form of compensatory time payable at the rate of 1.5 times the hourly rate for hours worked in excess of 40 hours per week. Any time worked in excess of 40 hours per week must be approved in advance by your immediate supervisor or this could result in disciplinary action. All compensatory time must be adjusted and taken in that same week. Compensatory time may not be taken in such a manner as to cause a substantial disruption to the operation of CSCMC.

Non-exempt employees are responsible for maintaining a daily record of hours worked and reporting that time on a weekly time card in PayChex. It is the responsibility of non-exempt employees, as defined under the FLSA, to record hours worked accurately on the time sheet. It is also the responsibility of each employee to work those hours they are normally scheduled to work. It is the responsibility of each supervisor to ensure that hours recorded by the employee on the time sheet accurately reflect hours worked. Hours worked in excess of the regular schedule for non-exempt employees may be worked *only* with the written approval of the supervisor or could result in disciplinary action.

When completing time cards in PayChex, employees need to be aware that their signature represents a certification of the following:

- a) they have accurately reflected hours worked
- b) they took all meal periods, holidays or vacation as indicated
- c) they were not instructed to work “off-the-clock”
- d) they will report any inaccuracies immediately and will not sign the time sheet if it is not accurate.

It is the responsibility of supervisors to review and certify the accuracy of time cards in PayChex. Review and certification include being familiar with the employees’ work hours and ensuring the time cards in PayChex accurately reflect all hours worked, are properly completed, and include all required information.

“Off-the-clock” hours, i.e. hours worked that are not recorded on the time sheet, are prohibited. It is the responsibility of each employee to work his or her normal schedule, and to request approval when working overtime is required. Written approval must be received in all cases. It is the responsibility of managers to monitor employee work activities to ensure that this policy is followed.

Non-exempt employees who are requested to work “off-the-clock,” (i.e. and not reflect same on the time sheet) are required to immediately report such request to the attention of the Human Resources Manager. It is a serious violation for any

employee to instruct another employee to work “off-the-clock” and violations of this policy must be reported immediately.

In accordance with our organizational values, standards of conduct, and human resources policies, any employee or supervisor who violates this policy shall be subject to disciplinary action up to and including dismissal.

Exempt Employees - Those employees who are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. These employees must work all hours necessary to perform their jobs and do not earn overtime compensation.

### **Section 3    Employment Practices**

#### **1.   Hiring**

Executive Director - The Executive Director is appointed by and serves at the pleasure of the Council subject to the provisions of his/her contract.

Staff Positions (Full or Part-Time Employees) - Upon the Council’s approval of a position and a budget therefore, the Executive Director (OHD) recruits, screens, and selects applicants for all positions. Methods of recruitment commensurate with the level of the position and the availability in the job market. Final selection for each position is made by the Executive Director.

#### **2.   Terms Of Employment**

Terms/Assurance of Employment - All representations and assurances regarding terms of employment are made by the Executive Director in writing. A “Letter of Intent” will be provided to each prospective employee containing terms of employment including compensation and starting date. The prospective employee is required to either sign the “Letter of Intent” and return it to the Executive Director or respond in writing, acknowledging the terms or employment. However, neither these policies and procedures nor any letter of intent shall constitute an employment contract between the employer and the employee. Employment is at-will unless the employee and employer enter into a duly executed and separate employment contract.

Employee Status - Staff employment is for no definite period of time and is deemed to be at the will of the Executive Director. Accordingly, employees may be terminated with or without reason, so long as the reason is not discriminatory, and without advance notice or warning. Funds for staff positions are dependent upon adequate funding through the millage process and Council’s approval of the budget. Should the funding for an existing position be in jeopardy, the person occupying that position will be given no less than two weeks notice of involuntary separation.



Limited Term (Temporary) Employment - The Executive Director may, with the approval of the Council, authorize limited term employment for special, time-limited projects. Employees engaged in these positions shall be classified as Temporary Employees. Temporary Employees are not eligible for CSCMC retirement benefits or health, dental, disability, or life insurance. However, if a temporary employee is hired into a regular position, their service with CSCMC as a temporary employee will count toward the waiting period for benefits.

Promotion – CSCMC encourages employees to assume higher-level positions and lateral transfers for which they qualify by applying for posted vacancies. Based on their qualifications, internal applicants are given equal consideration, but not any greater consideration. An employee may be transferred or promoted into a position based on the employee's high performance and demonstrated skills, at the sole discretion of the Executive Director.

Consultant Services Contracts - The Executive Director, within the limits of the budget, may engage consultative and supportive services through the execution of service contracts. Such contracts are for specific, time-limited tasks. The individual will be considered an independent contractor, under IRS provisions, and will not be considered an employee of CSCMC.

Employment of Relatives - Employment of family members of current employees is prohibited where one of the employees will be in a position to exert influence over any condition of employment of the other employee, or where the positions of the two related employees might create an appearance of impropriety. If such a situation is created during employment, CSCMC will attempt to assist the parties in finding alternative positions so as not to violate this policy. If no such alternative position is available, CSCMC reserves the right to terminate the employment of either employee depending on business needs. Council Members or immediate family of Council Members shall not be employed by CSCMC during their service on the Council and for a period of 6 months after their term of office expires.

Recruitment Methods Depending on the position and the knowledge, skills, abilities, and minimum qualifications for the position, CSCMC may place classified advertisements in newspapers and post advertisements in various businesses, not-for-profits, schools, colleges, governmental agencies, or use additional means to locate and attract qualified applicants. Those positions that have been posted externally will also be posted internally in order to provide current employees with promotional and/or transfer opportunities. The CSCMC reserves the right, at the discretion of the Executive Director, to post positions only internally.

Applicant Defined CSCMC considers an individual who responds to a specific vacancy announcement within the specified time limitations as an applicant. Former employees whose performance and behaviors meet CSCMC's hiring criteria will be given the same consideration as all other applicants when applying for vacant CSCMC positions.

Application Forms and Interviews Qualified candidates who appear to be the most suited for the position may be asked to participate in at least one interview. Only

those applicants who are interviewed are required to complete an application form. A refusal or falsification of information shall result in elimination of the individual from consideration or termination of employment if the misrepresentation is discovered after the employee has been hired.

Reference Checks To ensure that individuals who join CSCMC are well-qualified and have a strong potential to be productive and successful, it is the policy of the Human Resources Department to check the employment references of the selected applicant prior to extending a job offer.

Criminal Record and Background Checks Children's Services Council of Martin County believes background checks serve as an important part of hiring the most qualified applicants. Toward that end, CSCMC collects background information as a means of promoting a safe work environment for current and future employees. Background checks also help CSCMC obtain additional information to determine the applicant's overall employability, contributing to the protection of current employees, property and information of the organization. To be eligible for employment and to remain eligible for continued employment with the CSCMC, employees must consent to a criminal background screening and a driver's license check prior to and any time during employment. Other background checks may be used from time to time as needed.

Self-Reporting of Arrests and Convictions by CSC Employees All CSCMC employees will self-report in writing with the appropriate documentation any arrests and/or criminal charges, including criminal traffic violations, to the employee's immediate supervisor (OHD) within 48 hours of the arrest and/or criminal charges. In addition, all CSCMC employees shall self-report in writing any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty, guilty in your best interest, or nolo contender for any criminal offense other than a minor traffic violation within 48 hours after the final judgment has been entered.

Criminal Traffic Violations include, but are not limited to:

- i. Leaving the scene of an accident
- ii. Providing false information regarding an accident
- iii. Operating a motor vehicle without a license or while license is suspended
- iv. Driving while under the influence or with an unlawful blood alcohol level
- v. Failure to sign or accept a summons
- vi. Fleeing and eluding police officers or reckless driving.

Minor Traffic Violations are non-criminal violations that may require community service hours, under § 316.027(4), Fla. Stat., but are not punishable by incarceration, and for which there is no right to trial by jury or right to court-appointed counsel.

Only CSC employees whose traffic violation occurs while traveling in any vehicle on company business are required to report minor traffic violations.

The supervisor shall forward a copy of the documentation from the employee regarding the violation(s) to the Human Resources Manager within 24 hours of receipt of the information.

Failure to self-report may result in discipline, up to and including termination of employment.

3. **Conflict of Interest** – CSCMC employees are prohibited from using CSCMC's name, property, or job title for private profit or benefit.

Employees may not serve on the governing board of or have any business or employment relationship with any agency that is an applicant or recipient of funding from CSCMC.

4. **Outside Activities** - With respect to outside employment and community activities, CSCMC must necessarily be concerned about how the activity impacts the job performance of an employee and how such activity may reflect on CSCMC. CSCMC employees may be employed after hours or participate in community activities as long as:
  - a. The outside activity will in no way interfere with the work responsibilities (Council business, meetings, or conferences) of the Council, and the employee maintains an acceptable level of performance in his/her position with CSCMC,
  - b. There is no conflict of interest; and
  - c. The outside activity does not discredit or reflect negatively on CSCMC and should not conflict with the goals of CSCMC.

Whether an outside activity or employment impacts the job performance or how it reflects on CSCMC shall be determined by the supervisor and the Executive Director.

5. **Honesty Policy** – CSCMC expects all employees to conduct themselves in an honorable fashion. Honesty is an important organizational attribute. Therefore, any misrepresentation of facts or falsification of records, including personnel records, medical records, leave time, leaves of absence documentation or the like, will not be tolerated. The same honesty standard applies to any internal investigation. Any violations will result in corrective action, up to and including termination.
6. **Public Records/Records Management** – All employees are subject to the Public Records Law, the Code of Ethics for Public Officers and Employees and Florida's Government-in-the-Sunshine Law. Employees are required to familiarize themselves with the provisions of these laws. CSCMC encourages Employees to participate in training opportunities.



CSCMC is financed through public funds, therefore all CSCMC employees are subject to the Public Records law. Each CSCMC employee receives a copy of the CSCMC Records Management Policy and the Public Records Request Policy upon initial hire and thereafter depending on Florida Statutes updates. Employees are required to familiarize themselves with the Florida Statutes under Section 119.01 and both CSCMC Public Records/Records Management Policies.

All non-exempt public records may be viewed by any person at any time under reasonable conditions. Please refer all Public Records Requests immediately to CSCMC Records Management Liaison Officer.

- i. **External Employment Information Requests** The Executive Director (OHD) is designated to respond to reference check inquiries from other employers. All calls, contacts, and written inquiries concerning current or former employees are to be referred to the Human Resources Manager. It is the policy of CSCMC to provide neutral references concerning former employees. Therefore, any and all requests for references by CSCMC Staff must be referred to the Human Resources Manager and the Executive Director. Responses to such inquiries will confirm dates of employment, wage rates, and title(s) of position(s) held. Additional documentary information may be provided to individuals where a public records request is made.
- ii. **Employee Personnel Records** The Executive Director (OHD) is the official custodian of employee personnel records. Personnel records, other than Social Security numbers, are public under Florida Statutes, Chapter 119. Employees will be advised of requests to examine their personnel file. Employees wishing to view their personnel files may do so at any time by contacting the Executive Director (OHD).
- iii. **Employee Medical Information** All medical information concerning an individual employee will be kept confidential and separate from an employee's personnel file. The separate file will be marked "MEDICAL CONFIDENTIAL" and may be viewed only by those persons or agencies with a legal right or ability to view medical information.

## **Section 4    Work Guidelines**

### **1.    Office Hours**

The CSCMC workweek is 37.5 hours. Normal office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday to serve the public. In addition, employees are expected to attend CSCMC's regularly scheduled meetings and committee meetings when required, subject to all provisions of the FLSA. The workweek, for purposes of time, attendance, and payroll, begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. Saturday.

### **Work Schedules**

Determination and approvals of work schedules will be made on a case-by-case basis, based upon individual circumstances and business operating needs, and will require the approval of the Supervisor, Executive Director, and the Human Resources Manager. In general, during the first 90 days of employment, the employee works the normal office hours of 8:30 a.m. to 5:00 p.m.

### **Lunch and Breaks**

Lunch periods shall be of one hour duration (of which, 30 minutes are paid) and generally taken between the hours of 11:30 a.m. and 2:00 p.m.

Non-Exempt employees are not permitted to work during lunch. There is no "off-the-clock" work. All such hours will be noted on the employee's time sheet.

While the law does not require an employer to allow rest or break periods for Exempt employees, we encourage employees to exercise good judgment in being responsive and remaining alert during the workday.

### **2.    Compensation**

- i.    Pay Periods** Employees are paid on a biweekly basis, every other Friday.
- ii.   Deductions** In the event, in any given month, where there are three (3) payroll cycles, voluntary deductions will not be deducted on that third (3<sup>rd</sup>) payroll.
- iii.   Pay Administration** Salaries of CSCMC employees are structured within the pay range for their job title. After initial appointment, employees may be eligible, based upon performance, to receive annual salary increases, promotional increases, or adjustments in the pay scales, as outlined in the CSCMC's salary administration guidelines.

All CSCMC employees will have salary payments disbursed through direct deposit. Direct deposit is a free service that automatically deposits your paycheck into an

account at the financial institution of your choice. Employees will receive a Payroll Earnings Statement on payday (via PayChex) that details the salary and benefits information.

The maximum percentage amount for salary increases if any, will be determined on an annual basis and will be included in the annual budget proposal. (Please refer to the CSCMC Merit Policy)

Regular employees who have been employed 12 full months or more as of October 1 are eligible for a merit increase. Regular employees who have been employed less than 12 full months as of October 1 are eligible to receive a proportionate share of the merit increase if they have completed their introductory period as of October 1. Merit increases are not guaranteed and may not be awarded, regardless of merit, due to budgetary and/or business reasons. (Please refer to the CSCMC Merit Policy)

### **3. Leave Time Requests through PayChex**

All employees are responsible for submitting an electronic Leave Time Request in PayChex for leave time taken. In order to ensure appropriate recordkeeping and responsible behavior, Leave Time Requests are to be electronically *submitted before the time is taken in cases of vacation or prior knowledge or immediately thereafter* when the employee returns from an illness or other unforeseen absence. The employees Leave Time *must* reflect in the CSCMC staff/office calendar. It is the responsibility of supervisors to review and certify the accuracy of Leave Time.

#### **Report of Absence**

Each employee is responsible for notifying his/her supervisor, the supervisor's approved designee, or the Executive Director of an anticipated absence no later than one-half hour after the scheduled starting time. The nature and the anticipated length of the absence must be indicated. Upon returning to work, each employee is responsible for *immediately* submitting a Leave Time Request in PayChex for the absence.

#### **Report of Lateness**

Employees are responsible for notifying the Receptionist or their direct supervisor of an anticipated lateness no later than one-half hour after the scheduled starting time.

#### **4. Other**

##### **Job Descriptions**

The job description outlines the essential functions of the position, the knowledge, skills, and abilities required for effective performance and the minimum qualifications for the job. All employees' job descriptions include a description of competencies in the areas of leadership, management, team skills, and technical skills. Each employee will receive a copy of his or her written job description on the date of employment and/or within a reasonable time after the description has been revised. Job descriptions may change from time to time and additional duties may be required.

##### **On-Boarding**

New employees will receive on-boarding to the mission, vision, history, organization, leadership philosophy, values, behaviors, and overview of the CSCMC benefits and Human Resources policies. CSCMC encourages the use of on-boarding with other CSCMC staff to assist the new employee to become acclimated to the CSCMC culture, leadership philosophy, values, and behaviors. It is the responsibility of the supervisor to conduct an on-boarding that includes overall performance expectations for the position and to explain to the employee how the work of the department/division and their individual work fits into and supports the overall CSCMC mission and vision. And how their work supports the mission and vision of their department.

##### **Changes to Employee Records**

It is the responsibility of each employee to provide written notification to Human Resources of any change in address, telephone number, marital status, or number of dependents, in a timely manner. Human Resources shall assist the employee in completing any benefit and/or tax forms associated with such changes.

##### **Performance Evaluations**

As a high performing organization, CSCMC believes in providing continual performance feedback. When an employee joins the organization their performance is evaluated during their three (3) month introductory period. CSCMC Leadership determines the frequency of the formal Performance Evaluation process and any merit based increases. Special evaluations may be conducted at any time during the year when an employee's performance fails to meet expectations.

##### **Emergency Closing**

At times, emergencies such as severe weather, pandemic, fires, power failures or hurricanes can disrupt the Council's operations. In extreme cases, these circumstances may require the closing of the Council's offices. If an emergency

should occur, the Council reserves the right through its Executive Director to determine whether to close and whether employees will be paid. Usually, a decision as to compensation for an emergency closing will not be announced until the emergency closing has ended and the Council has resumed operations and had an opportunity to assess the situation. (see the Emergency Operations Plan)

If the Council has been officially closed due to emergency conditions and if the Council through its Executive Director subsequently determines to compensate employees for time off as a result of the closing, then the following provisions apply:

- An employee will be paid for the hours that he/she was scheduled to work during the official emergency closing.
- An employee could be asked to work remotely depending on environmental conditions.

In cases where an emergency closing does not occur but environmental conditions prevent an employee from reporting to work, employees failing to report for work will not be paid for the time off. However, employees may request available paid leave time, such as unused sick/vacation leave, for the time away from work.

## **5. REIMBURSEMENT OF WORK-RELATED EXPENSES & SAFE DRIVING POLICY**

Employees are reimbursed for travel expenses incurred on official Council business, consistent with applicable Florida Statutes, specifically Section 112.061. Mileage is reimbursed at the rate established by the Internal Revenue Service at the time the mileage is incurred by the employee. Meals are reimbursed at rates applicable to Florida Statutes.

**Safe Driving Policy-**In order to promote a safer work environment and safer community, employees of the Children's Services Council of Martin County are asked to demonstrate safe driving and other good road habits when driving for a work-related reason. Accordingly, employees who operate a motor vehicle in connection with performing any work-related task must comply with the following conditions:

Employees are to drive in a manner that minimizes risk to self and others as well as damage to vehicles and property.

Employees and passengers of any vehicle operated by an employee must wear a seatbelt.

Employees must follow all traffic laws, rules and regulations.

Employees must carry a current driver's license issued by the State of Florida and proof of insurance.

Employees must maintain a satisfactory driving record.

An employee must immediately notify their supervisor or the designated Human Resources representative if their driver's license is suspended or revoked or has any limitations placed on it.

If an employee is involved in any type of accident while driving for a work-related reason, then the employee must report the accident to their direct supervisor or the Human Resources Manager as soon as possible.

Violations of this policy may result in disciplinary action, up to and including discharge.

If an employee commits any of the following actions while operating a motor vehicle in connection with their job duties, then the employee is subject to disciplinary action, up to and including immediate discharge:

- Being under the influence of drugs or alcohol while driving.
- Driving while not correctly licensed or while license is suspended or revoked.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions which warrant suspension or revocation of driver's license.

Responsibility for submission of requests for travel reimbursement rests with the employee. Requests for reimbursement should be submitted monthly, in an approved format, and signed by the Executive Director or Immediate Supervisor.

## **6. Flex Time**

The Executive Director may approve a flexible work schedule for an employee, as long as such flexible hours are consistent with the maintenance of an effective and efficient working environment. Any such approved flexible work schedule is subject to review, reevaluation, and revision by the Executive Director and may be terminated or revised if it is determined that continuation is inconsistent with the need for an orderly and efficient operation. Please refer to Flex Time Policy and Request Form.



## **7. Access to CSCMC Computer/Working Remotely**

There may be circumstances when it would be more beneficial for staff to work at home in order to complete a particular task such as a special project. It is not possible to offer home working to all staff, as the requirements of some jobs will not be suitable for such an arrangement. The Executive Director will review all requests and make the final decision on the suitability of each circumstance. Please see IT Equipment Security Policy regarding use of all IT Equipment for or on behalf of CSCMC are deemed to be company property. (Acknowledgement Form will need to be signed)

Non-exempt employees wishing to work from home require the approval of their direct supervisor, Executive Director and the HR Manager. Before granting permission for a work-at-home arrangement, supervisors should know the specific work to be performed and the projected amount of time expected. If the work at home will cause the non-exempt employee to work enough hours per week to become eligible for overtime under federal and state law, the supervisor must consult with Human Resources for the appropriate approval from the Executive Director. Under no circumstances are non-exempt employees permitted to work at home without prior permission. Employees should be aware that all official work products performed at home are considered public records and must follow the CSCMC Records Management Policy.

Exempt employees may be approved for working from home based upon the terms and conditions of a telecommuting agreement which must be approved, in advance, by the Executive Director. (Please see Application for Work at Home)

Regarding working remotely due to pandemic, emergency closing of office, please refer to Emergency Operations Plan (EOP).

## **8. Employee Appearance**

Employees contribute to the perception and reputation of CSC in the way they present themselves. CSC expects all employees to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. An environment of mutual cooperation, respect and fair and consistent treatment for all employees is our goal. In keeping with this approach, CSC permits reasonable self-expression through personal appearance, unless it:

- a. Conflicts with an employee's ability to perform his or her position effectively
- b. Conflicts with his or her specific work environment
- c. Is regarded as offensive or harassing toward co-workers, other organizations,

and/or employees with whom CSC conducts business. Factors that will be considered to determine whether employee appearance may pose a conflict with the employee's job or work environment include:

d. Productivity or performance expectations

Offensive or distracting to co-workers, customers, vendors, providers or others in the workplace based on racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature.

Organizational or societal norms. Although it is impossible and undesirable to establish an absolute dress and appearance code, employees are expected to demonstrate good judgment and professional taste when selecting attire for an office environment. Examples of inappropriate attire include clothing that reveals undergarments, short skirts or dresses, workout clothing, shorts, tube tops, beach flip-flops, etc. Leggings must be worn with a top that covers to mid-thigh and halter, tank, and spaghetti strap tops must be worn with a sweater or jacket. Jeans will only be permitted on Fridays as outlined below. Clothing must provide coverage that is not revealing, should be well fitting, neat and clean, and project a positive image of one's self and CSC. CSC has a "Friday Casual" dress policy when casual attire may be worn except during specified and announced periods when "Friday Casual" days are suspended. The CEO (OHD) may designate specific days or announce additional periods as casual days as well. For the purposes of this policy, "Friday Casual" means clothing that allows employees to feel comfortable at work, yet is appropriate for an office environment. Jeans may be worn on Casual Fridays but must be workplace appropriate and professional. CSC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. When an employee is determined to be dressed inappropriately, supervisors have the discretion to require the employee to use accrued leave to change to appropriate attire.

Additionally, all employees must adhere to the following regarding any non-approved political or social statements displayed on any clothing or personal items during working hours. Employees should avoid all political discussions and shall not display political or societal issues/beliefs on clothing or personal items. Therefore, displaying or wearing a clothing item(s) that includes political or societal issues and/or dialogue that is deemed offensive to some, is prohibited. CSC shall be the sole decision maker and have the ultimate authority to determine whether something is offensive to anyone and whether an item violates this policy.

Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.



## **9. Professionalism & Civility**

### **Workplace Safety**

It is the policy of CSC to provide a safe and healthy work environment for the protection of our employees. Employees are required to report all on-the-job injuries (for example, an employee is involved in an automobile accident while working) to their immediate supervisor and Human Resources within 24 hours of the time of injury. Failure to report an injury in a timely manner may adversely affect eligibility for benefits for which you may be entitled.

All employees are responsible to become familiar with the Emergency Operations Plan developed by Children's Services Council of Martin County Emergency Operations Committee.

Management requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow agency safety and health guidelines or engaging in conduct that places the employee, visitors or agency property at risk can lead to disciplinary action.

All accidents or safety incidents must be reported in writing to the Executive Director and/or the Human Resources Manager.

### **Smoking and Vaping**

Smoking and vaping are prohibited in the office building and all enclosed workplaces under the Florida Indoor Clean Air Act. The smoke free policy refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

Smoking and vaping is prohibited on all of the Council's premises. The policy applies to all employees, clients, contractors and visitors.

## **10. ANTI-DISCRIMINATION AND ANTI-HARASSMENT**

In order to provide a productive and pleasant working environment, it is important that the Children's Services Council of Martin County maintain an atmosphere characterized by mutual respect. Accordingly, verbal or physical conduct by any employee, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment will not be tolerated. We believe that each employee should be able to work in an environment free from discrimination and any form of harassment based on race, color, military status, religion, age, sex, pregnancy, national origin, citizenship, disability, marital status, sexual orientation, gender identity, or any other category protected by law. In addition, we will endeavor to protect employees, to the extent possible, from reported discrimination or harassment by non-employees in the workplace.

The Children's Services Council of Martin County is an equal opportunity employer. All personnel actions including hiring, promotions, selection for training, compensation, layoffs, recall from layoffs, and terminations will be administered in a manner consistent with general principles of non-discrimination.

Each employee and each supervisor have a responsibility to maintain the workplace free of any form of sexual harassment and any other harassment based upon any characteristics stated above or otherwise protected by law. No supervisor is to threaten or insinuate, either explicitly or implicitly, that any employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, nonsupervisory employees or nonemployees, is also prohibited. Such conduct may include, but is not limited to, the following:

- a) Sexual flirtations, touching, advances or propositions;
- b) Verbal abuse based upon any protected characteristic;
- c) Graphic or suggestive comments about an individual's dress or body;
- d) Sexually degrading words to describe an individual;
- e) The display in the workplace of sexually suggestive objects or pictures;
- f) Spreading gossip about a person because of that person's protected characteristic;
- g) Unwanted comments, serious or humorous directed at an individual or about an individual which refers or relates to his or her protected characteristic;
- h) Making unwanted suggestive telephone calls to an individual on the basis or because of that person's protected characteristic;
- i) Writing unwanted suggestive letters denigrating an individual because of one of the above-mentioned protected characteristics;
- j) Any comments referencing that individual's protected characteristic in employment practices that is of a derogatory or denigrating nature.

Actions or words that constitute unwelcome harassment of employees by anyone, including non-employees, in the workplace are not acceptable and must be reported to the immediate supervisor, the Executive Director, HR Manager and the Council Chair. Each supervisor is responsible for making sure that all employees within his or her area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy, and consulting with the Executive Director and HR Manager when improper behavior is observed or reported.

Employees who believe they have been harassed or discriminated against should inform the person engaging in such behavior that such conduct is unwelcome and must stop. Should the employee feel uncomfortable directly confronting the alleged harasser, the employee may choose to skip to the next step by immediately notifying immediate supervisor, the Executive Director, the HR Manager and the Council Chair. Any employee, who has a complaint of discrimination or harassment at work by anyone, including supervisors, co-workers, or visitors, must immediately report his or her complaint to the supervisor. If for any reason, the alleged discrimination or harassment cannot be reported to the supervisor or the employee reasonably believes such report would be ineffectual, the employee should report the matter directly to the Executive Director, the HR Manager and the Council Chair. Supervisors who receive reports or complaints of discrimination or harassment shall immediately notify the Executive Director and the HR Manager.

All such complaints will be investigated in a timely and in as impartial and confidential a manner as possible under Florida law. Investigation by the Children's Services Council, however, does not toll or alter the time for filing a charge with the Equal Employment Opportunity Commission, the Florida Commission on Human Relations, or any other such agency. The investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. If a violation is found to exist, appropriate disciplinary action will be taken, up to and including termination. A non-employee who subjects an employee to discriminatory conduct or harassment in the workplace will be reported to the appropriate local law enforcement authorities. Other action may be taken as appropriate or allowed by law.

**11. CODE OF CONDUCT** – Violation of any of the following codes of conduct shall constitute misconduct connected with employment as defined by Chapter 443, Florida Statutes. However, the following codes are not an exhaustive list of the types of conduct that constitute misconduct connected with work.

- a) Employees shall not present for work under the influence of illegal drugs, non-prescribed use of prescription drugs, or alcohol.
- b) Employees shall not engage in threatening or violent behavior in words or actions while at work or while representing the Council away from the workplace.
- c) Employees shall not falsify a public record or document.
- d) Employees shall not use or threaten to use a weapon while at work or while representing the Council away from the workplace, unless using a firearm for lawful defensive purposes in accordance with Florida law.
- e) Employees shall not engage in unethical conduct as specified in Chapter 112 of the Florida Statutes, a copy of which is available from the Executive Director upon request.
- f) Employees shall not commit theft.

- g) Employees shall not act in an insubordinate manner.
- h) Employees shall report to work and all work-related activities on time.
- i) Employees shall perform all assigned tasks and follow the instruction for direction of their supervisors.
- j) Employees shall not distribute unauthorized materials while at work or while representing the Council away from the workplace.
- k) Employees shall not conduct unauthorized solicitation or sales while at work or while representing the Council away from the workplace.
- l) Employees shall not use profane or obscene language.
- m) Employees shall not be absent from work without authorization.
- n) Employees shall not sleep while at work or while representing the Council away from the workplace.
- o) Employees shall not reveal any privileged or confidential information to unauthorized persons.
- p) Employees shall not gamble while at work or while representing the Council away from the workplace.
- q) Employees shall not misappropriate funds.
- r) Employees shall not engage in fighting or acts of violence, including threats of same, while at work or while representing the Council away from the workplace.
- s) Employees shall follow all policies and procedures of the Council.
- t) Employees shall not behave in an indecent or immoral manner while at work or while representing the Council away from the workplace.
- u) Employees shall not neglect the safety of others or commit unsafe acts while at work or while representing the Council away from the workplace.
- v) Employees shall not discriminate against others or violate the anti- harassment policy.
- w) Employees shall perform their duties adequately and competently at all times.

Nothing in this section shall infringe upon an employee's Section 7 rights, to communicate about "wages, hours, or other terms and conditions of employment." Violations of any of the foregoing principles shall subject an employee to discipline up to, and including, immediate termination. While the foregoing items generally identify the type of conduct expected of employees, the list is not exclusive or exhaustive. Accordingly, other acts deemed inappropriate may subject an employee to discipline up to, and including, termination.

## 12. WEAPONS

The Children's Services Council of Martin County expressly prohibits any acts or threats of violence on its premises, including parking lots, at any time. Weapons are prohibited from all Children's Services Council of Martin County premises or work sites, including employer owned, leased, or rented vehicles, except by authorized law enforcement personnel.

In accordance with Florida law, this policy does not prohibit employees who lawfully possess firearms to maintain such firearms locked inside or to a private motor vehicle in a Children's Services Council parking lot when the employee is lawfully in the parking lot. The Children's Services Council will not ask whether employees hold a concealed weapon license or keep a firearm locked inside or to their private motor vehicle; however, employees who lawfully keep such firearms in the locked private vehicle are prohibited from exhibiting the firearm on Children's Services Council property for any reason other than lawful defensive purposes. No employee is permitted to keep firearms locked inside or to vehicles owned, leased or rented by the Children's Services Council.

If an employee feels threatened, or witnesses threatening or violent activity, he or she should alert co-workers of the need for assistance or dial 911, as appropriate. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

## 13. DRUG FREE WORKPLACE

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Whenever employees are working, are operating any CSC vehicle, are present on CSC premises or are conducting company-related work offsite, they are prohibited from:

Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).

Being under the influence of alcohol or an illegal drug.

Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.

CSC will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication

must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employees are subject to testing when they cause or contribute to accidents that seriously damage a CSC vehicle, machinery, equipment or property or that result in an injury to themselves or another employee. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, CSC may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms.

### **Authority for Drug Testing**

Florida Statute Section 112.0455 outlines the drug-free workplace program requirements. Any drug test will be performed in accordance with Florida law. (Acknowledgement Form will need to be signed)

## **14. Computers, E-Mail, Voice Mail, Text Messages and Telephones (Electronic Communications)**

The Council makes every effort to provide the best technology for employees. Computers, electronic and voice mail and telephones are available in most areas and should only be used for conducting Council business. Incidental and occasional personal use of this equipment is permitted, but information and messages stored in these systems will be treated as business-related information and messages. The use of these systems may not be used for solicitation of commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. Furthermore, these systems may not be used to create any offensive or disruptive messages, including any violation of the anti-discrimination and anti-harassment policy.

Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Council phones. Excessive personal calls



during the workday, regardless of the telephone used, can interfere with employee productivity and distract others. The Council is not responsible for the loss of personal cellular phones brought into the workplace. Employees are responsible for Council-issued communication equipment and must replace any lost or damaged equipment.

Employees are not permitted to incur charges on any Council equipment including telephones, cellular phones, pagers or computers that are not directly related to Council business. Any employee who uses such equipment in violation of this policy shall be personally responsible for the full amount of any charges incurred including any interest charged by the company providing the service on the Council's equipment. Any charges incurred by employees in violation of this policy shall be deducted from the employee's next paycheck immediately following discovery of said charges so long as such deduction does not reduce a non-exempt employee's pay below the minimum wage as established by the Fair Labor Standards Act. Moreover, should the charges to the employee exceed the amount that may be deducted from the next paycheck, the Council shall continue to deduct the charges from each successive paycheck until the Council is completely and fully reimbursed for such charges.

Employees have no expectation of privacy with respect to information in computers, electronic and voice mail because such information is the sole property of the Council and may be inspected by management or others at any time, with or without prior notice.

The Children's Services Council shall follow the following text messaging policy as approved by the Council:

1. Text messaging shall generally not be used in connection with the transaction of official business unless necessary.
2. In the context of text messages, the "transaction of official business" shall mean texts sent or received to perpetuate, communicate, or formalize knowledge related to the following types of actions: setting of policy, establishing guidelines or procedures, confirming a transaction or expenditure, funding decisions, or any other actions related to Council business. The "transaction of official business" does not include transitory messages that are not meant to formalize or perpetuate knowledge such as the following: reminders to employees about scheduled meetings, announcements of holiday parties or group lunches, "running late" or "don't forget to call" messages, and other similar messages.
3. If a text message is made or received in connection with the transaction of official business, then such text message shall be simultaneously, or as soon as is reasonably possible, emailed to the individual's CSCMC business email address. Such email shall be retained in accordance with the Florida Department of State retention schedules for public records.

## **15. Crisis Communications Policy**

Please see Crisis Communications Policy from Manager Community Engagement. Acknowledgement Form will need to be signed. Violation of these rules will be considered grounds for disciplinary action, up to and including termination.

## **16. Accommodations for Nursing Mothers**

Nursing mothers shall receive reasonable break time to express milk for their infant children for up to one year following the child's birth. To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their direct supervisor and/or Human Resources. Employees who have any questions or concerns regarding this policy should contact Human Resources.

## **Section 5. Employer Paid Benefits**

All eligible CSCMC Employees shall receive the standard benefits package on the first day of the month following 30 days of employment and based upon their employment status (full-time and part-time) except as otherwise noted in the benefits plan documents. Benefits may change from time to time at the discretion of the CSC. Employees working less than 30 hours per week are not eligible for benefits under these personnel policies.

### **1. Insurance**

#### **Health and Dental**

A comprehensive group Health, Dental, and Life Insurance plan is available to all eligible employees and their eligible dependents, if the employee completes the appropriate paperwork in order to participate. The premium costs for these plans are paid in full for the employee's coverage with the employee paying an additional premium amount for eligible covered dependent coverages. The employee's share of the family premium is deducted from the employee's paycheck. New employees become eligible to participate in the insurance plans on the first day of the month after 30 days of employment.

See the Summary Plan Description for details. Choice between "co-pay" plan or "HSA" plan statement.



Generally, there are no physical exam or medical underwriting requirements for the employer paid insurances provided insurance coverage is elected upon initial employment. If a new employee does not elect to join or enroll his/her dependents in the health, dental, or life plan at the time of employment, the employee and his or her dependents will be required to prove eligibility in order to enroll at a later date and may or may not be approved by the carrier.

In the case of health, dental, or vision insurance, changes may be made within 30 days of a qualifying event, or at open enrollment.

### **Life**

Council paid term-life insurance in the amount of \$50,000 is provided for each full-time employee up until 70 years of age. Life insurance coverage decreases by 35% at age 70 and 55% at age 75. Employees become eligible to participate after 30 days of employment, and coverage is effective on the first day of the month, following 30 days of employment. See the Summary Plan Description for details.

### **Disability**

Council paid short-term and long-term disability insurance is provided for each full-time employee. Employees become eligible to participate after 30 days of employment, and coverage is effective on the first day of the month, following 30 days of employment. See the Summary Plan Description for details.

### **Supplemental Plans**

Supplemental Plans are completely voluntary and is at employee's discretion. A representative is available to meet with each employee to discuss supplemental insurance needs.

Additional information regarding CSCMC's benefit package is available through the Human Resources Department.

### **Workers' Compensation**

Worker's compensation insurance provides for medical care and compensation for disabilities resulting from an on-the-job injury. In accordance with the law, all CSCMC employees are covered for worker's compensation. Any accidents or injuries occurring during the course of the workday must be immediately reported to the Executive Director and/or the Human Resources Manager. An incident report must be completed within 24 hours of the accident or incident. The failure to report the incident may result in the denial of workers' compensation benefits.

2. **Defined Contribution Pension Plan**

To assist employees in making provisions for financial security in their retirement years, CSCMC contributes a percentage toward an employee's pension plan based on date of hire and employee elections. All eligible employees are enrolled in the pension plan upon completion of one year's employment unless pre-qualified by prior service. Employees are vested after three years of creditable service at CSCMC. Contributions are paid in full by the Council. See the Summary Plan Description for details.

3. **Recognition and Service Awards**

CSC recognizes employee service through formal and informal recognition. Service awards are presented to employees for years of employment, beginning at one year of service and continuing for each additional five years of service. In addition, CSC promotes celebrating organizational successes throughout the year based on the achievement of organizational projects and goals.

4. **PROFESSIONAL DEVELOPMENT/CERTIFICATIONS**

All employees of the Children's Services Council of Martin County are encouraged to continue to develop their skills and increase their knowledge in ways that will enhance the work of the Council. To this end, employees are encouraged to attend workshops and seminars that fulfill this goal and coded to Tuition. When possible, attendance at free or low cost seminars is preferable. All Training sessions must be approved in advance by the employee's immediate supervisor. Training sessions that require travel or any other costs must be documented and approved by the employee's immediate supervisor and the Executive Director. Training sessions incurring costs must also be approved as to available funding by the Director of Finance.

## **TUITION POLICY AND APPLICATION**

Recognizing the value to the community of knowledgeable, qualified staff, the Children's Services Council of Martin County (CSCMC) encourages employees to pursue educational courses related to the work of CSCMC. The purpose of this policy is to authorize reimbursement payments to employees for approved tuition expenses for associate, bachelor, and graduate level courses taken at an accredited college or university.

Payments are available to all permanent full-time employees in active status who have completed one-year of work with CSCMC. Employees who have not completed one-year of work may commence the course of study prior to completion of their first year, as long as their first year ends prior to the completion of the course of study. Eligible employees may receive reimbursement for up to \$2,000 per fiscal year, per person, if funds are available.

Employees should be aware that these benefits are considered taxable income under IRS rules.

### **General Criteria**

- Tuition reimbursement shall be limited to courses whose content are considered job related, are required for a relevant degree, or are related to a promotional or transfer opportunity at CSCMC.
- Tuition reimbursement shall only be authorized for courses taken at a nationally accredited institution, community college, or college/university. "Audit" courses are not eligible for reimbursement.
- Tuition reimbursement will not be authorized to satisfy pre-hire qualifications.
- Reimbursement will be made for undergraduate courses with a passing grade of "C" or higher and graduate courses with a grade of "B" or higher.
- Eligible costs include tuition, books and lab fees. Costs for transportation, travel, meals, or lodging, are not reimbursable.
- Employees are not permitted to utilize any space, personnel, equipment, or supplies of the Children's Services Council of Martin County in fulfilling any requirements of the coursework for which they are being reimbursed.

- The reimbursement of educational expense in no way obligates the Children's Services Council of Martin County to grant time off or leave for the taking or completion of such course or program of instruction. Classes will not be taken during the employee's regularly assigned work hours and the hours spent in class will not be counted as "time worked." At the discretion of the Executive Director, an employee may be allowed to utilize pre-approved vacation/sick, personal or leave without pay to attend classes. Leaves of absence will not be allowed for educational pursuits.
- If the employee leaves the employ of the Children's Services Council of Martin County for any reason within three (3) years after completion of such educational course(s), the employee will reimburse the Children's Services Council of Martin County for all Children's Services Council of Martin County funds invested in such educational course(s).

### **Instructions**

- The employee will submit the completed signed Application for Tuition Reimbursement to the Director of Finance and Human Resources Manager. Applications should be submitted prior to registering for class. Applications will not be accepted after course work has been completed.
- The Director of Finance and Human Resources Manager will review the application for completeness and sign certifying that the course will enhance an employee's ability to perform his/her job by improving his/her knowledge, skills, and abilities and thereby benefit the operations of Children's Services Council of Martin County. The Director of Finance and Human Resources Manager will then forward the application to the Executive Director for final approval or disapproval.
- The Executive Director will review the application for compliance and by signing will grant approval for reimbursement upon successful completion of the requested course. A copy of the application will be forwarded to the Fiscal Department for budgeting and the original application will be returned to the employee to retain until the course has been completed.
- Upon successful completion of the approved course, and not later than thirty (30) days following the completion of the course, the employee must forward proof of payment, a copy of the grade report, the pre-approved application, and a completed check request form to the Fiscal Department for reimbursement. Failure to submit the reimbursement request information to the Fiscal Department within 30 days after completion of the course will result in non-payment. The employee will forward a second copy of the grade report to Human Resources Manager for inclusion in his/her personnel file.

**CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY APPLICATION FOR  
TUITION REIMBURSEMENT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

COURSE START/END DATES: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

<u>COURSE TITLE</u>	<u>COURSE #</u>	<u>CREDITS</u>	<u>TUITION</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**A. Employee Certification and Statement of Understanding:** *(Please Initial)*

1. \_\_\_\_ I am a NON-INTRODUCTORY, CSCMC employee.
2. \_\_\_\_ I am NOT being reimbursed for this course by any other source.
3. \_\_\_\_ I certify that the information in this tuition reimbursement application is complete and accurate to the best of my knowledge.
4. \_\_\_\_ I will NOT be eligible for tuition reimbursement if I separate from employment with CSCMC for any reason prior to receiving reimbursement.
5. \_\_\_\_ Courses shall be taken on my own time.
6. \_\_\_\_ Grades of "C" or better for undergraduate and "B" or better for graduate are required for reimbursement. It is my responsibility to submit a copy of my grade report and proof of payment to the Fiscal Department upon course completion, but no later than 30 days after completion of the course.
7. \_\_\_\_ Tuition funds are not provided in advance.
8. \_\_\_\_ Eligible costs include tuition, books and lab fees.
9. \_\_\_\_ Eligibility for reimbursement is not transferable from course to course, employee to employee, or academic term to academic term.
10. \_\_\_\_ Reimbursement will not be issued for grades of "incomplete." If the course is not completed during the following school term, eligibility for reimbursement will be cancelled.

**B. Attach a Copy of the Official Course Description**

**C. Describe your Current Job Responsibilities (*attach additional paper if needed*):**

---

---

---

**D. Explain how this course relates to your job duties and the work of CSCMC. Explain how the course will enhance your performance on the job.**

---

---

---

**E. Certification and Approvals**

**Employee**

By signing I agree to the following:

I have read, understand, and agree to comply with the provisions of CSC's Tuition Reimbursement Policy. I will only receive reimbursement for approved coursework as outlined in CSC's Tuition Reimbursement Policy.

I also understand that if I voluntarily or involuntarily separate from the employment of CSC within three (3) years of satisfactory completion of the course work for which I have been reimbursed, the agreed amount of the cost of educational course will be considered only a loan. Accordingly, I will be required to reimburse the educational course expense in full prior to my last date of employment, or through such other collection means as CSC undertakes.

As such, I hereby give CSC an express lien on all salaries, wages and other sums payable to me by CSC for the purpose of securing CSC for the payment of any amount which may become due from me. I hereby authorize CSC to deduct said amount from any sums payable to me for salaries, wages, expense reimbursements or otherwise. Moreover, I specifically authorize CSC to retain sums payable to me in the form of salaries, wages and other sums on or before issuance of my final paycheck, subject to any restrictions under Federal and State wage and hour laws.

Proof of registration, receipts for tuition, enrollment fees and required books as well as the official school grade report and documentation of outside financial assistance will be required before reimbursement can be approved (please attach).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Finance and Human Resources Manager**

\_\_\_\_ The employee's description of his/her job duties and responsibilities is accurate.  
\_\_\_\_ The employee already meets the minimum qualifications for his/her job.  
\_\_\_\_ This course is not available internally or through other no-cost resources.  
\_\_\_\_ The employee is expected to have successful performance through the period covered by this reimbursement.  
\_\_\_\_ I concur that the course(s) applied for will enhance the knowledge, skills and abilities required to perform current job duties.

Director of Finance                      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print. Name: \_\_\_\_\_

Human Resources Mgr.                      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print. Name: \_\_\_\_\_

**Executive Director's Certification and Approval**

\_\_\_\_ **Approved** for reimbursement. I certify that the course(s) meet (s) the criteria set forth in Florida Statute 112.063, as clarified by subsequent Attorney General Opinions, and the Tuition Reimbursement Program. The course(s) should enhance the knowledge, skills and abilities of the employee.

\_\_\_\_ **Not Approved** for reimbursement. Provide brief explanation.

\_\_\_\_\_  
\_\_\_\_\_

Executive Director                      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director                      Print Name: \_\_\_\_\_

## 6. **Retirement**

### **Retirement/Pension Plan**

All eligible employees are enrolled in the pension plan upon completion of one year of employment, unless pre-qualified by prior service under the plan. Employees are vested after three years of creditable service at CSCMC. Contributions are paid in full by the Council. See the Summary Plan Description for details.

### **Deferred Compensation**

All employees are eligible to participate in an optional deferred compensation program upon employment.

## 7. **Paid Leave**

- a. **Vacation** - Regular employees are eligible for vacation leave. Part-time employees working less than 30 hours per week are not eligible for vacation leave. Vacation leave requires prior approval of the employee's supervisor and the Executive Director.

Vacation leave is computed from the initial date of employment. All full-time employees, including the Executive Director, will earn vacation leave as follows:

### **Continuous Employment Time Earned:**

1 - 5 years of continuous service	8 hours/month up to 96 hours/year or 12 days/year
6 - 10 years of continuous service	10 hours/month up to 120 hours/year or 15 days/year

After 10 years of continuous service, one extra day is added for each additional year up to a maximum of 20 days/year.

Based on PayChex, employee accrues leave on the day hired. (i.e. start May 8, on June 8 employee's leave will accrue)

Vacation time may be used after 90 days, upon successful completion of the introductory period or with the approval of the employee's supervisor and the Executive Director.

- b. More than 30 days (240 hours) of vacation leave may be accumulated throughout the Fiscal year October 1 through September 30. However, The employee has the responsibility to monitor accrued vacation time. Any unused vacation time in excess of 30 days (240 hours) will be forfeited at the end of Fiscal year September 30.
- c. Employees are required to submit request for vacation leave as follows:



One month's notice for two weeks leave or more; two weeks notice for five to nine days leave; and one weeks notice for four or less days of leave.

Emergency requests may be granted at the discretion of the employee's supervisor and the Executive Director.

- d. If an employee should become ill or incapacitated while on vacation leave, he/she may transfer vacation to sick leave with the approval of the employee's supervisor and the Executive Director.
- e. Upon separation, regular employees will be paid for any accrued vacation, up to a maximum of 30 days, at a rate equal to that employee's current rate of pay.
- f. Unless otherwise designated in writing to the Council by the employee, upon his/her death any payment for accrued vacation leave will be paid to the beneficiary(ies) of the employee's Council paid life insurance.

**g. Holidays**

The Council observes the following paid holidays:

New Year's Day	-	January 1
Martin Luther King, Jr. Birthday	-	3rd Monday in January
Memorial Day	-	Last Monday in May
Independence Day	-	July 4th
Labor Day	-	1st Monday in September
Veteran's Day	-	November 11
Thanksgiving	-	4th Thursday of November and the following Friday
Christmas Eve & Christmas Day	-	Dec. 24 and Dec. 25
2 Floating Holidays	-	Per calendar year

- h. If a holiday falls on Saturday, the holiday will be observed the Friday before the holiday. If a holiday falls on Sunday, the holiday will be observed on the Monday after the holiday. If Christmas falls on a Sunday, the preceding Friday will be observed as Christmas Eve. If Christmas falls on a Monday, the following Tuesday will be observed in place of Christmas Eve.
- i. With prior approval from the employee's supervisor and the Executive Director, regular employees may work on the holiday and bank the holiday time to use on another day. Banked holiday time can be used either half-day or full-day increments only. Exempt employees must take banked holiday time within 30 days. Non-Exempt employees must take banked holiday time within the same payroll cycle.
- j. Floating holidays will provide employees an opportunity to determine which days they wish to observe based upon their individual background and beliefs. Floating holidays must be taken as a full day only and cannot be carried forward into the next calendar year. Said holidays shall be accrued on October 1 of each

year and must be used by September 30 of each year. Following Fiscal Calendar. Unused floating holidays will not be paid at the time of separation from employment.

### ***Organization Closing***

From time to time, the CSCMC may either be forced or choose to close (e.g. hurricanes) or volunteers may be needed in order to meet the needs of the community providers or children and families within the County. In those instances, at the discretion of the Executive Director, employees may be paid during the days CSCMC officially designates the organization closed. In addition, during such periods, the staffing schedule may revert to a traditional five- day workweek. Part-time employees will be paid if closing falls on a regularly scheduled workday.

## **8. Leaves of Absence**

### **Sick Leave**

Paid sick leave is provided to employees to compensate for absences due to illness or injury of the employee or an immediate family member (which requires the personal care and attention of the employee), death of an immediate family member, parental leave, including adoption or other health related reasons defined herein.

- a. All full-time employees are eligible for sick leave at a rate of one full day per month. All part-time employees working 30 hours or more per week shall receive pro-rated sick leave based on hours worked compared to full-time employment. Part-time employees working less than 30 hours per week are not eligible for paid sick leave.
  - Sick leave is earned at a monthly rate upon the date of employment and may be utilized at any time thereafter. All eligible employees accrue eight (8) hours per month totaling 12 days sick leave per year.
  - Employees are not limited to the amount of sick leave they may accrue.
  - When an employee resigns after providing the requested notice or is involuntarily separated for a reason other than cause, he/she shall be paid, at his/her regular rate or pay, for up to 30 days of accrued sick leave and 50% of all accrued sick leave thereafter, not to exceed 500 hours maximum. An employee terminated for cause or an employee who resigns without providing the requested notice may receive payment for prorated unused sick time at the discretion of the Executive Director.
- b. An immediate family member is defined as spouse, parent, stepparent, child, stepchild, foster child, brother, sister, grandparent, or grandchild of either the employee or his/her spouse or significant other regularly residing in the employee's household.

- c. Sick leave may also be utilized for time off due to exposure to a contagious disease; physical examination; medical, dental, or optical appointments; habilitation or rehabilitation appointments; or a health maintenance program prescribed and/or provided by a recognized health agency or professional, which is not work related.
- d. Medical clearance and/or justification may be required of an employee prior to return to work where:
  - He/she has been absent on sick leave for 5 or more consecutive working days,
  - He/she has been absent on sick leave for 10 of any 30 consecutive workdays,
  - Circumstances surrounding his/her continued absence(s) require clarification; or
  - Any other circumstance deemed appropriate by the Executive Director.
- e. If a paid holiday occurs during the absence of an employee on sick leave, that day shall be attributed to the holiday and not sick leave.
- f. After one year of employment, any regular employee may convert up to four accrued sick days (32 hours) to personal leave days per Fiscal calendar year. Personal leave must be taken during the fiscal year in which it is granted or be forfeited.
- g. An employee who will be absent from work due to sick leave must notify his or her supervisor. If the absence is foreseeable the employee must provide reasonable advance notification. If the absence is unforeseeable, the employee shall provide notice as soon as practicable.

Employees shall accrue sick leave if they are in pay status for the full pay period. No sick leave shall be accrued if the employee takes leave without pay for any part of the pay period. CSCMC may require documentation of an employee's illness or need to use sick leave if an employee's leave patterns or other signs indicate the misuse or abuse of sick leave. All eligible employees accrue eight (8) hours per month totaling 12 days sick leave per year.

*\* Employees absent because of their own or the serious health condition of a parent, child or spouse may be eligible for leave under the FMLA (consult CSCMC's FMLA policy in Section V).*

## 9. **Compassionate Leave**

In the event of a death in the immediate family, an employee shall be granted up to 3 full paid working days leave to attend the responsibilities associated with the death. Additional time in excess of three days will be charged against accrued sick, personal, or vacation leave.

An “immediate family” member is defined as spouse, domestic partner, parent, stepparent, child, stepchild, foster child, brother, sister, grandparent, or grandchild of either the employee or his/her spouse/domestic partner.

In the event of a death in the non-immediate family, an employee shall be granted 1 full paid working day leave. Additional time in excess of one day will be charged against accrued sick, personal, or vacation leave.

A “non-immediate family” member is defined as an aunt, uncle, niece, nephew or first cousin.

## 10. **Military Leave**

*CSC will comply with the requirements of and grant leave in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA), Chapter 115 of the Florida Statutes, as amended from time to time, and Florida Statute § 250.48, as amended from time to time.*

### **1. Training**

All commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard shall receive a leave of absence without loss of vacation leave, pay, time or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations when assigned to active or inactive duty. In any one annual period, leaves of absence shall not exceed 240 working hours provided that leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be granted without pay and without loss of time or efficiency rating.

### **2. Active Duty Assignments**

All officers or enlisted personnel in the National Guard or a reserve component of the Armed Forces of the United States who are granted leave to perform active military service will receive their full pay for the first 30 days of any such leave.

All members of the Florida National Guard who are granted leave to engage in active State duty for a named event, declared disaster, or operation pursuant to Florida Statute §§ 250.28 or 252.36, shall receive their full pay for the first 30 days. The leave of absence with full pay shall not exceed 30 days for each emergency or disaster. Additionally, under Florida law, National Guard Members called to active State duty may not be terminated from employment for a period of one (1) year after the date the employee returns to work, except for cause.

Employees and their dependents will continue to be eligible to participate in CSC’s health and dental insurance in accordance with the requirements of USERRA.

**3. Notice of Leave**

Employees seeking to invoke military leave shall provide advance notice to CSC unless such notice is precluded by military necessity or otherwise impossible or unreasonable as interpreted under applicable law.

**4. Documentation of Leave**

Employees on military leave for periods of more than 30 days shall provide CSC with such documentation that can be used to establish the employee's basic eligibility for protection under USERRA. If the employee is unable to provide satisfactory documentation of military service in excess of 30 days, CSC reserves the right to contact the military unit with assistance from the employee to obtain such documentation.

**5. Reinstatement after Leave**

Employees on military leave will be reinstated with CSC in accordance with applicable State law and USERRA. Employees who take a military leave of absence are entitled to any seniority-based rights and benefits that they would have attained had the employee remained continuously employed. The period of military leave is not considered a break in employment unless the employee indicates that he or she will not return from military leave.

Upon the return of any employee from military leave, as described above, the temporary services of any employee filling his or her position shall be terminated or any such temporary employee moved elsewhere in CSC's service, at CSC's sole discretion. If an employee called to active duty is a probationary employee, the remaining number of days left on the probationary status will be added following the employee's return to work.

**6. Failure to Return after Military Leave**

Should the employee not return to employment with CSC following said military leave, any vacation or sick leave accrued while on military leave will be subtracted before any allowable payment of any benefits is made in accordance with other provisions of these policies regarding payment of leave balances upon separation from employment.

## **11. Jury Duty**

Regular employees summoned for jury duty will be paid at their regular rate of pay. Any per diem payment for jury duty not related to reimbursement of expenses incurred by the employee while on jury duty is to be remitted to the CSCMC. A copy of his/her jury summons shall be placed in the employee's personnel file.

## **12. Unpaid General Leave of Absence**

### **Family and Medical Leave Act (FMLA)**

The Children Services Council of Martin County employs fewer than 50 people. As a result, the entity is not required to adhere to the Family Medical Leave Act. Any benefits afforded to employees of the Children Services Council of Martin County is at the discretion of the Executive Director.

### **Maternity/Paternity Leave Policy**

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee's other paid leave credits, and the amount of paid days received is eight weeks. The paid leave is available to an employee that has been employed for over one year at CSC. Both part-time and full-time employees are eligible for this benefit. Part-time employees will be compensated based on the average hours worked and pay rate during the three months directly preceding the paid leave request. Full-time employees will be compensated based on that employee's regularly scheduled full-time work schedule and pay rate.

If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible. Temporary employees are not eligible for paid maternity/paternity/adoption leave under this policy.

**Continuation of Benefits** - Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.

**Requirements for Obtaining Paid Leave** - The employee must provide to the department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with the human resource department. After the eight weeks of maternity/paternity/adoption leave have been exhausted, subsequent leave will be



covered under appropriate policies. Paid leave under this policy will run concurrently with any family medical leave allowed as described herein. After paid maternity/paternity leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with family medical leave.

Employees not eligible for family medical leave should refer to the Unpaid Leave policy after the eight weeks of paid maternity/paternity/adoption leave and any other paid leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave.

### UNPAID LEAVE-

An unpaid leave of absence may be requested by full-time employees after the employee has exhausted all of his/her applicable paid leave and any applicable family and medical leave. To be eligible to make a request for an unpaid leave of absence, the employee must be a full-time employee who is no longer on introductory status and must be considered an employee in good standing. An employee in good standing is one who has been employed by the CSC for at least one (1) calendar year, has worked at least 1,250 hours during the current and last fiscal year, and has not received a written warning or suspension during the current and last fiscal year.

The decision to approve the unpaid leave rests with the Executive Director and his/her decision will be based on the following circumstance:

- . Length of unpaid leave requested
- . Employee's job performance
- . Attendance and Punctuality Record
- . Reason for the unpaid leave request
- . Operational requirement of the employee's position at the time
- . Expectation that the employee will return to work when the leave expires.

The Executive Director may grant up to twenty (20) days of unpaid leave per fiscal year. This unpaid leave of absence must be requested in writing at least thirty (30) days prior to the beginning of the leave. If the unpaid leave of absence is not foreseeable, the employee must request the leave in writing as soon as possible after the need for leave arises. While on unpaid leave, the employee will not accrue vacation or sick leave, nor will the employee receive holiday pay when the employee is on unpaid status either the day before or the day after the holiday. Additionally, employees on unpaid leaves of absence will be responsible for the employee portion of insurance premiums and must pay these premiums in advance for the duration of their leave. It is the employee's responsibility to coordinate insurance premium payments with the CSC to ensure no break in coverage. Employees on an unpaid leave of absence are not permitted to perform work for remuneration for any other organization, entity, or individual.

## **Section 6    Separation**

### **1.   Voluntary Separation**

Any employee voluntarily terminating his/her employment with the Council is requested to submit a letter of resignation to the employee's supervisor or the Executive Director. Employees are requested to give at least two (2) weeks notice of termination.

Employees who have provided notice of termination may not use vacation days or holidays to satisfy the notice requirement. The employee shall receive a lump sum payment for accrued vacation and sick leave for which the employee is eligible under the provisions of (Please see FINAL PAY in this Section) on their next regularly scheduled pay date following termination. Employees must return the office keys and any other assigned equipment, before the final paycheck is issued. (Section 5, 7 & 8)

The employee's written notice of termination shall become a permanent part of his/her personnel file.

An exit interview will be scheduled for each terminating employee with the objective of receiving ideas for improved operation or constructive criticism of organizational practices.

Exit interviews will be conducted with the Executive Director (OHD).

An employee has the right to refuse an exit interview.

Information obtained in an exit interview will not be used in any reinstatement or re-employment decisions.

## 2. **Involuntary Separation**

### **Dismissal**

An employee's job is contingent on satisfactory performance.

An employee may be terminated at any time, with or without cause. Examples of termination includes, but are not limited to: unsatisfactory job performance, unexcused absenteeism or tardiness, misconduct, insubordination, misappropriation of funds, breach of trust, violation of agency policies and procedures, dereliction of duty, conflict of interest or failure to perform assigned duties. Notwithstanding the process delineated in (Please see below FINAL PAY), an employee may be terminated immediately without notice of previous disciplinary action depending on the circumstances. (Section 5, 6, 7 & 8)

Reimbursement for accrued sick and vacation leave are subject to the provision in (Section 5 and 7)

### **Procedure for Dismissal**

A written notice of dismissal signed by the Executive Director shall be provided to the employee.

**Pre-termination conference** – Each employee is entitled to a conference with the Executive Director at or near the time the employee receives the notice of dismissal. The pre- termination conference shall be a meeting between the employee and the Executive Director at which time the employee may present any relevant facts relating to the reason for dismissal provided in the notice of termination. At the conclusion of the conference, the Executive Director shall determine whether or not the termination becomes effective on the proposed date.

- The dismissal of an employee is a serious matter for both the employee and the Council. It should be handled by both parties in a professional manner.
- A dismissal action may be preceded by one or more written warning notices of the deficiencies in the employee's performance. However, some dismissals may not be preceded by any written warnings.
- A dismissal action may be preceded by a structured effort to correct deficiencies in performance. However, the Council reserves the right to terminate any employee at any time.
- Once the termination becomes effective, the employee shall have 10 business days to request, in writing, a name-clearing hearing before the Executive Director.

### **Benefits**

Benefits end on the employee's last day of employment. Covered employees, unless dismissed for gross misconduct, have the option to continue health, dental, and vision benefits in accordance with the COBRA regulations and, where applicable, convert life insurance to an individual policy, and determine the direction of their vested pension funds and deferred compensation balances. Information regarding all benefits may be obtained from Human Resources.

### **Final Pay**

Where applicable, employees separating from CSCMC are paid for all hours worked and for vacation earned but not taken as well as pro-rated sick balances, as outlined within (Section 5 and 7), as of the last day worked. In addition, non-exempt employees are paid for accrued, unused compensatory time balances. Except in an emergency, employees leaving the CSCMC will receive their final paycheck at the next regularly scheduled pay date following separation or on their final day if the date of separation is a pay day. CSCMC will make every attempt to provide terminated employees with all compensation due to them at the time of termination. Employees must return office keys, all other CSCMC property, CSCMC passwords before the final paycheck will be issued.

### **Passwords**

Separating employees are expected to divulge any privacy codes or passwords used to ensure CSCMC access to records on the employee's computer and/or other communications equipment. Employee must surrender to Executive Director (OHD) or Human Resources Manager, all CSCMC passwords, return any CSCMC keys, electronic equipment and all CSCMC property to receive last payroll check. (Please see Separation Checklist)

## **Section 7. Corrective Action**

The CSCMC will use corrective action to improve performance or address areas in need of improvement, as appropriate. This policy does not require that each or any of these steps will be used and instead the CSCMC may use any stage of discipline, without first using a "lesser" disciplinary action as appropriate depending on the circumstances. The CSCMC reserves the right to determine the appropriate level of discipline and can bypass all of these steps and proceed straight to termination as appropriate.

### **1. Verbal Warning**

A verbal warning shall consist of a meeting with the employee and the employee's supervisor or the Executive Director and may include the Human Resources Manager to discuss the performance or behavior problem and action(s) necessary for its resolution.

The employee shall be informed of the nature of the infraction or deficiency in performance and the expected corrective action.

The discussion shall be documented and signed copies retained by the supervisor and the employee.

### **2. Written Reprimand**

A written reprimand is a written statement issued by the employee's supervisor or the Executive Director.

The written reprimand shall set forth the specific deficiencies or infraction and the expected corrective action. It shall also include, where appropriate, the date, time, and place of the occurrence and apprise the employee of the severity and possible consequences of the deficiency or infraction.

The employee shall sign the reprimand, indicating only its receipt and shall be provided a copy of the document.

A copy of the formal reprimand shall be permanently filed in the employee's personnel file.

### **3. Performance Improvement Plan** The Executive Director, at the recommendation of the supervisor and the Human Resources Manager, may approve placement of an employee on a performance improvement plan. Should the performance of an individual be marginal or below acceptable levels, at the sole discretion of CSCMC, a performance improvement plan may be developed. An employee who fails to satisfactorily complete the performance parameters outlined in the plan will be terminated as outlined below.

#### 4. **Suspension**

The Executive Director and/or immediate supervisor may suspend an employee with or without pay.

A written notice of suspension will be provided to the employee indicating the details of the suspension.

The employee shall sign the notice of suspension indicating only its receipt and shall be provided a copy of the document.

A copy of the notice of suspension shall be made a permanent part of the employee's personnel file.

Suspended employees may not accrue sick leave, vacation or any other paid leave otherwise available during the period of suspension.

#### **Termination**

As set forth elsewhere in this handbook, an employee may be terminated upon approval by the Executive Director, with or without notice.

An employee will be provided a written notice of termination. This document will become a permanent part of the employee's personnel file.

If termination is warranted, the Executive Director will make all final decisions. In those instances, he/she (OHD) may consult with the Council Chair and General Counsel.

#### 5. **Coordination/Administration of Procedure**

The Human Resources Manager is responsible for the coordination, counseling and administration of these procedures. The Human Resources Manager is available at any point in the process to assist the supervisor and the employee in clarifying procedures and to explain the employee's options as they relate to the disciplinary corrective action process. Human Resources Manager may consult directly with the Executive Director at any point in the process. At all times, the intent of the corrective action process will be to attempt to improve performance and ensure that the employee is meeting performance expectations. Such action shall be handled in a constructive manner. It is noted that certain infractions may be severe enough to warrant more serious action, including immediate dismissal.



6. **Problem Resolution** CSCMC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response. CSCMC strives to ensure fair and honest treatment of all employees. Council Member, Supervisors, Managers, and Employees are expected to treat each other in accordance with the values and behaviors of CSCMC. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established policies or practices, they can express their concern through the Problem Resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, professional, businesslike manner, or for using the Problem Resolution procedure.

An employee who believes that an employment issue or a decision affecting him/her is unjust or inequitable is encouraged to make use of the following procedure. An employee may discontinue the procedure at any time.

The employee presents the problem or situation to his or her supervisor within ten (10) days after it occurs or arises. If the supervisor is unavailable to address the problem, if the employee believes it would be inappropriate to contact the immediate supervisor, or if the employee needs coaching on how to raise the issue to the supervisor, the employee may present the problem to the Human Resources Manager (OHD) or to any other member of management, including the Executive Director and/or Council Chair.

The supervisor responds to the problem during discussion or within ten calendar days. Consulting with appropriate management may be necessary, and the supervisor will document the discussion.

If the employee remains concerned, the employee may present the problem to the Human Resources Manager (OHD) within ten (10) business days of receiving the supervisor's response.

The Human Resources Manager (OHD) may counsel and advise the employee, and assist in mediating the issue and bringing it to closure.

## **Section 8. Performance Evaluation**

There shall be annual performance evaluations of the Executive Director and all regular employees.

### **1. Staff**

The performance evaluation is a process whereby the employee and his/her supervisor assess the degree to which job-related skills have been demonstrated. While review and evaluation of performance is on-going and such things as defining and communicating job requirements providing frequent and accurate feedback and monitoring performance occur on a day-to-day basis, the formal review provides a comprehensive documentation of all aspects of an employee's performance over a defined period of time. The written evaluation is based on essential job functions set forth in each employee's job description.

The initial performance evaluation for new employees occurs after the first 90 days. A favorable performance evaluation after the introductory period may or may not include a compensation review. Thereafter, performance evaluations are conducted at least annually based on the fiscal year of the Children's Services Council of Martin County.

A written evaluation will be completed and signed by the supervisor using an evaluation form provided to the employee in advance of his/her evaluation. The employee will receive a copy of the evaluation as completed by the supervisor and may add written comments. The employee will sign the evaluation indicating that he/she has read it and has received a copy of it. The supervisor will sign the employee's comments indicating that he/she has read them.

The evaluation and the employee's comments will become a permanent part of the employee's personnel record.

Performance evaluations may be used to adjust employee compensation. However, such an adjustment may be upward or downward depending upon the content of the evaluation. Additionally, while salary adjustments often occur in conjunction with performance evaluations, adjustments are not an integral part of the review process and may not occur after each evaluation.

## 2. MERIT PAY AND 'LUMP SUM' MERIT PAY POLICY

### Merit Pay & Lump Sum Merit Pay Policy

#### **POLICY:**

It is the policy of the Children's Services Council of Martin County to maintain flexibility in determining the manner and method of any increase to an employee's base pay in a fair and equitable manner. A 'Lump Sum' Merit Pay is a payment provided to employees in accordance with employees who have reached their maximum salary range based on their Job Description.

#### **PURPOSE:**

To provide a fair and equitable method of measuring and rewarding performance while maintaining operational flexibility.

#### **DEFINITIONS:**

Merit Pay is a prospective increase in base pay provided to an employee based upon work performance during the evaluation period. Merit Pay is only awarded to those who have completed their Introductory Period before September 30. For those employees who have completed their Introductory Period, but have not been employed at CSCMC for a year, those employees are still eligible for a prorated share of the Merit Pay pool.

Evaluation Period is the period from October 1 through and including September 30 each year, during which an employee's performance is evaluated. For eligible employees hired after July 1 of any given year, the first 90-day Period is from the date of hire. However, the Executive Director's evaluation period is governed by contract.

#### **PROCEDURE:**

##### **Eligibility**

All employees, excluding the Executive Director, who have completed their Introductory Period.

##### **Performance Standards**

CSC completes performance evaluations annually for all employees. The completed performance evaluations are generally administered and communicated to employees, excluding the Executive Director, during September of each year.

The Performance Evaluation measures employee performance based on the following general categories:

- Agency's Organizational Values Quality of Work
- Job Specific Performance Criteria
- Performance evaluations and any merit pay for the Executive Director are governed by the Employment Agreement contract.

### **Merit Pay Determination**

Each year, the Executive Director will determine whether a merit pay increase will be awarded to employees with qualifying scores on the most recent Performance Evaluation. If awarded, the award will be fair and equitable based on the Performance Evaluation scores.

Alternatively, the Executive Director may determine at any time that no merit pay will be awarded for a particular evaluation period. Any merit pay awards are subject to CSCMC's budget.

### **Timing of Merit Pay Award**

The adjustment to increase in base pay resulting from a merit pay award is generally effective on the first pay period beginning after October 1, which also occurs after the administration of the performance evaluation.

### **Forfeiture**

Employees must be currently employed at the time the merit pay award takes effect. If an employee is terminated, dies, or separates from employment for any reason prior to the merit pay award becoming effective, the employee forfeits the award.

**RECEIPT OF EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the **Employee Handbook, approved on January 25, 2021**, for the Children's Services Council of Martin County. The Employee Handbook contains information about the Council and the policies, procedures and practices governing my employment.

By signing below, I accept responsibility to read, seek clarification, understand, accept, and adhere to the policies, procedures, and practices outlined in the Employee Handbook, and other policies, procedures, and practices, which may be subsequently communicated by the Council as a condition of my employment. I further understand that failure to execute my duties in the best interest of the Council or my failure to comply with or adhere to the written or implied policies, procedures or practices may result in disciplinary action including employment termination.

I acknowledge that the Employee Handbook is only a reference and does not include all applicable employment policies, procedures, practices, and programs. I also acknowledge that the contents of the Employee Handbook supersede any handbook, document, or communication I may have previously received.

I understand that the CSCMC has the exclusive right to determine its policies and procedures affecting employment and reserves the right to amend, supplement, or discontinue any policy, procedure, practice or program at any time without notice unless mandated by law. The policies and procedures, however, may not be modified in any way without the expressed written intent to do so by the Executive Director.

I further understand that the Employee Handbook should not be interpreted as a guarantee of employment, nor does it constitute an expressed or implied contractual agreement between the CSCMC and myself.

---

NAME OF EMPLOYEE (PLEASE PRINT)

---

SIGNATURE OF EMPLOYEE

---

DATE