

CHAPTER 1 - INTRODUCTION

A. About the Manual

The Town of Surfside has prepared this Employee Policies and Procedures Manual (the “Employee Manual” or the “Manual”) to acquaint you with the Town’s employment policies and procedures and to provide highlights of certain benefits. The Town’s employment policies and procedures were developed to ensure a positive, productive and caring workplace for the benefit of our employees and the residents and visitors of Surfside.

This Employee Manual supersedes all previously issued materials and any contrary policy statement or memos. This Manual will give you the answers to most of the general questions you may have about your employment with the Town of Surfside; however, no manual can be all-inclusive or anticipate every circumstance. You should use this Employee Manual as a guide and, if you have questions on a policy, please ask your department head or the Human Resources Director.

It is your responsibility to read this Employee Manual and to know and comply with the policies and procedures described herein, including any revisions or amendments made by the Town.

B. The Town’s Philosophy

Our employees, their welfare and concerns are very important to the success of the Town of Surfside (the “Town”). The Town wants to encourage a working environment based upon mutual trust and confidence, which should provide opportunities for individual effort and reward. Every employee is considered an important member of the Town’s team. The Town’s policy is to treat all employees with dignity and respect.

C. At Will Employment

1. The employment relationship between the Town and its employees for the first two (2) years is “at-will.” As such, during the first two (2) years of employment with the Town, the employment relationship may be terminated by either the Town or by the employee at any time, for any reason, with or without cause.

2. Pursuant to section 31.1 “Personnel Appeals Board” of the Town’s Charter, an employee who has been continuously employed by the Town for at least two (2) years, may appeal a termination or reduction in pay or rank to the Town’s Personnel Appeals Board if he/she feels that his/her termination or reduction in pay or rank was without cause.

D. Open Door Policy

It is the Town’s policy to welcome and encourage employee’s ideas, suggestions, or concerns regarding the employee’s job or the Town’s operations.

The Town knows from experience that its success greatly depends upon the helpful thoughts and suggestions of its employees. Employees should bring ideas and suggestions to the attention of their supervisor, Department Head or the Town Manager.

In addition, the Town is interested in all employee concerns, no matter how big or small. The Town believes in open and clear communication with its employees. In most situations, a discussion between the employee and the supervisor is the most effective way to deal with a concern or question. However, the employee may discuss any concerns or questions with a Department Head, or the Town Manager instead of, or in addition to, the Employee’s supervisor. The employee may also contact the Human Resources Director. Any concern or question raised by an employee should be resolved as quickly as possible. The Town prohibits retaliation against any employee raising concerns or questions.

E. Amendments to the Personnel Policies and Procedures Manual

The Town has the sole discretion to modify, amend or rescind any part of this Employee Manual or any other Town-issued policy at any time, with or without notice. None of the provisions in this Employee Manual should be construed in any way as limiting or altering your status as an “at will employee”.

F. Collective Bargaining Agreement

To the extent possible, the provisions of the Manual and the provisions of an applicable collective bargaining agreement should be construed together. Should an inconsistency arise between the provisions of the Manual and the provisions of an applicable collective bargaining agreement, the provisions of the collective bargaining agreement shall apply.

G. Management's Rights

Nothing in the Manual shall limit the Town Commission's or the Town Manager's ability to respond to unique circumstances with unique solutions. It is not intended to serve as a limitation on the management of the Town to take any administrative or legal action it considers appropriate. The Manual does not give rise to any contractual rights and does not supersede any federal or state laws, Town Charter or ordinance, benefits, rights or obligations conferred by laws or ordinances.