

## **CHAPTER 5 - Employee Benefits**

### **A. Eligibility**

All full-time employees of the Town are eligible for the employee benefit program, subject to the waiting period, if applicable.

### **B. Pension Plan**

The Town code provides detailed information regarding the Town's Pension Plan. Summary Plan Descriptions (SPD) are available in the Human Resources office.

### **C. Deferred Compensation; 457 Plans**

The Town offers all employees the opportunity to enroll in a Tax Deferred Savings plan to supplement retirement or prepare for an emergency. Please contact the Human Resource Director for more information.

### **D. Health and Life Insurance**

1. All full-time employees are eligible for health and dental insurance. Employees who are hired on the first (1<sup>st</sup>) day of the month are eligible for this coverage the (1<sup>st</sup>) day of the following month (second month), while employees hired on the second (2<sup>nd</sup>) day of the month or later become eligible on the first (1<sup>st</sup>) day of the third month. New employees must complete the appropriate enrollment and deduction forms. This may be subject to change depending on carrier at the time.
2. The Town shall pay the entire cost of the employee's health insurance coverage and a portion of the dental insurance for the employee. A portion of the dependent coverage is paid by the Town; the employee is responsible for the remaining portion. The Town reserves the right to change benefits at any given time.

### **E. Holiday Leave**

1. The Town recognizes the following Holidays:

- New Year's Day – January 1<sup>st</sup>
  - Martin Luther King's Birthday – Third Monday in January
  - Presidents Day – Third Monday of February
  - Memorial Day – Last Monday of May
  - Independence Day – July 4<sup>th</sup>
  - Labor Day – First Monday in September
  - Veterans Day – November 11
  - Thanksgiving Day – Last Thursday in November
  - Friday after Thanksgiving Day
  - Christmas Day - December 25
  - Employee Personal Day
2. Holidays occurring on a Saturday shall be observed on the previous Friday. Holidays falling on a Sunday shall be observed on the following Monday.
  3. For each observed holiday (except an employee's personal day), a full-time employee shall be entitled to eight (8) hours of pay at the employee's regular rate of pay. A full-time employee required to work and who actually works on an observed holiday shall receive pay for hours worked in addition to eight (8) hours of holiday pay at the employee's regular rate of pay. If a full-time employee is scheduled to work a holiday and calls in sick, he/she will receive his/her sick pay (eight hours), but no holiday pay, and he/she will be charged for a sick day from his or her sick time balance. Full-time employees who are out on vacation leave during an observed holiday, will be paid for the holiday, and will not lose the vacation leave allowance for that holiday.
  4. There is no carryover or payout for unused personal day. Any unused personal day at the end of the calendar year is forfeited.

## **F. Vacation Leave**

1. Eligibility and Rate of Earning
  - a. Each non contractual full-time employee will accrue vacation at the following rate, based on years of service:

<u>Years of Service</u>	<u>Vacation Accrual</u>
0 – 5	10 days (80 hours)
6 – 10	13 days (104 hours)
11 – 15	15 days (120 hours)
16+	20 days (160 hours)

- b. Part-time employees shall be entitled to one (1) week of vacation after the completion of two (2) years of employment with the Town. Vacation pay for permanent part time employees shall be based on the average number of hours worked during the previous year.

2. Charging Leave

- a. Vacation leave is accrued monthly for full-time employees from the date of employment.
- b. Employees may not accrue more than thirty (30) days or two hundred and forty (240) hours of vacation leave. Vacation leave for full-time employees begins accruing from the date of hire; however, a full-time employee may not use any accrued vacation leave until the completion of six (6) months of employment with the Town, unless approved in advance by the Town Manager.
- c. Employees shall use all accrued vacation hours in excess of two hundred and forty (240) hours by the end of each respective calendar year. Excess accrued vacation leave will be forfeited unless, due to operational necessity, the Town prevents an employee from taking vacation leave and the employee is unable to reschedule before the end of that calendar year. If this is the case, the unused vacation must be used by the end of the first quarter of the new calendar year or be forfeited, unless approval is obtained by the Town Manager in writing for roll-over. Employees should review their pay stub to ensure accrual balance are correct.
- d. Vacation leave shall not accrue or be earned by an employee while on leave without pay.
- e. Vacation leave shall not be counted as hours worked for the computation of overtime in any work week.
- f. Department Heads will arrange vacation leave schedules and reassign remaining duties on such a basis as to cause minimum interference with the normal

functions and operations of the organization. Department Heads shall have discretion to determine their respective department's vacation schedule and the system by which their respective employees are assigned vacation Leave.

- g. Employees should provide the employer reasonable advance notice, preferably 2 weeks prior to vacation leave.

3. Taking Vacation Leave

- a. Vacation leave may be taken only after approved by the Department Head. Every employee shall be encouraged to take at least ten (10) working days during each calendar year.
- b. Vacation leave may be used only as earned, and vacation leave with pay shall not be allowed in advance of being earned
- c. Upon separation or upon the employee's death, employees will be paid for their accumulated vacation leave, up to 240 hours. Payment of vacation leave will be at the rate of pay at time of separation.
- d. Vacation leave may be used to supplement sick leave due to sickness or injury only after sick leave has been fully exhausted.

4. Payment in Lieu of Vacation Leave

- a. Employees may elect to receive a payout of up to 40 hours of unused, accrued vacation leave. A written payment request, must be submitted to Human Resources by September 1<sup>st</sup> for payment with the last pay period of the current fiscal year. The employee's remaining accrued vacation leave hours may not be less than 80 hours at the time of payout.

- 5. Any exception to this policy must have approval of the Town Manager.

## G. Sick Leave

1. In order to maintain a level of income during periods of non-work related illness or injury, the Town has instituted the following sick leave plan for all full-time employee:
  - a. Sick leave shall be earned at the rate of one (1) day per month based on a forty (40) hour workweek and added to the employee's sick leave bank. Unused sick leave shall accumulate to 960 hours.
  - b. Sick leave shall not accrue or be earned by an employee while on leave without pay.
  - c. Sick leave may be used for personal illness or physical incapacity, which renders the employee unable to perform his/her job duties. All employees are required to notify their supervisor and/or Department Head of any injury or illness that keeps them from reporting to work. This notice must be given at least thirty (30) minutes prior to the scheduled shift for the employees.
  - d. Sick leave is not intended to be used as vacation leave time, and the Town will not approve using it in conjunction with a scheduled vacation leave period. Employees who become ill on their scheduled vacations may utilize sick leave benefits in lieu of vacation leave with proof of physician's certification referencing the duration of the illness. The Town will retain the prerogative of denying such pay in any instance where facts or circumstances indicate an abuse of sick leave.
  - e. If an employee is scheduled to work a holiday and calls in sick, he/she will receive his/her sick pay but no holiday pay, and he/she will be charged for a sick day(s).
  - f. Supervisors and/or Department Heads may require a doctor's note at any time before any further approval of sick leave will be granted. A physician's excuse is required for:
    1. After absences that last three or more consecutive work days. The doctor's note should release the employee to return to work and perform the essential duties of his or her position. After the sixth (6) separate occurrence of at least one full work day in duration for absence due to illness in any continuing twelve-month period.

2. At the discretion of the Supervisor when a usage pattern is apparent. An example: frequently calling in sick on Fridays or Mondays.
  3. The doctor's note required in this policy may be waived at the discretion of the Town Manager.
- g. Employees who terminate employment prior to completion of ten (10) years of service will not be compensated for any accumulated sick leave. Employees who terminate employment after completion of ten (10) years of continuous service will be compensated for thirty-five percent (35%) of their accumulated sick leave. Accumulated sick leave shall be paid at the rate being earned at the time of termination, or resignation, as applicable. Employees who are terminated by the Town as a result of disciplinary action shall not be paid for any accumulated sick leave.
  - h. Employees, who retire under "normal retirement" as that term is defined in the Town's pension plan, shall be compensated for sixty percent (60%) of their accumulated sick leave.
  - i. Employees with a hardship may cash-in up to 25%, but not to exceed 24 hours of their sick leave balance annually. All hardship cases must be approved in writing and are at the discretion of the Town Manager.
  - j. Sick leave shall not be counted as hours worked for the computation of overtime in any workweek.
  - k. Employees observed engaging in activities inconsistent with injuries or illnesses claimed will be subject to denial of benefits and disciplinary action.
  - l. Sick leave benefits may not be granted if it is requested for scheduled workdays just before or after holidays or vacations unless satisfactory evidence of illness is furnished to the employee's supervisor.
  - m. Sick leave benefits may not be abused. Employees who abuse sick leave will be subject to disciplinary action. Any use of this privilege, except for legitimate illness or disability, will be treated as falsification of time records and subject to immediate disciplinary action. Examples of sick leave abuse include the following:

- i. Regularly taking one or two sick leave days each month;
- ii. Creating a pattern by taking sick leave before or after weekends, the first or last day of the normal work week, if the work week is other than Monday through Friday, and/or before or after a holiday and/or vacation;
- iii. Calling in too ill to perform normal duties but not too ill to do other things;
- iv. An employee telling co-workers of a plan to take a day off, then calling in sick that day; and/or
- v. Being employed for six (6) months or more and having minimal sick leave accumulated.

#### Sick Leave Monitoring

- a. After six occurrences of absence due to illness or non job related injury in a **calendar year**, the employee must be informed in writing by their Department Head or designee, of the requirement to present a doctor's note for the next and any additional sick leave occurrence within a calendar year.
- b. This notice must inform the employee of the disciplinary consequences (following) of failure to provide a doctor's note after the sixth occurrence.
- c. An occurrence for the purpose of monitoring is defined as a separate incident of absence due to illness or non job related injury that is at least one full workday in duration. A pattern of partial days (less than 8 or 12 hours) could be subject to these provisions.
- d. In some cases, unconnected occurrences may be considered one occurrence if supported by appropriate medical documentation (for example: regularly scheduled chemotherapy treatments).
- e. In the event an employee exhausts Sick Leave and is subsequently absent due to illness or non-job related injury, the absence will be considered an occurrence for the purpose of sick leave monitoring regardless of the type of leave used to cover the absence.

2. Failure to Provide a Doctor's Note

- a. Failure to provide the required doctor's note as discussed above will constitute an "offense" and the employee will be disciplined in the following manner:
  - i. 1<sup>st</sup> offense- written reprimand and denial of sick leave. The absence is processed as Leave Without Pay (NP).
  - ii. 2<sup>nd</sup> offense – three day suspension and denial of sick leave. The absence is processed as Leave Without Pay (NP).
  - iii. 3<sup>rd</sup> offense- termination.

3. Sick Leave Bonus Day(s)

- a. As an incentive against the unnecessary use of sick leave,-employees are eligible to earn sick leave bonus days for each calendar year in which sick leave hours and usage is limited as described below:

Usage 0 - 4 hours = 2 days Extra Accrual  
Usage 5 – 8 hours = 1 day Extra Accrual  
Usage 9 – 16 hours = ½ day Extra Accrual

- b. Sick leave bonus hours shall be credited to the employee's vacation leave balance and subject to previously established vacation maximum and payout provisions.
  - i. The use of this leave earned in this manner is subject to the same advance request and approval provisions.

4. Sick Leave Conversion

- a. The sick leave conversion program is a voluntary program which allows eligible employees with a sick leave accrual balance over 96 hours and employed for at least a year, as of the end of November, to convert sick leave hours to vacation leave hours once annually subject to previously established vacation max provisions.

- b. Sick leave hours are converted at a ratio of two (2) sick leave hours to one (1) vacation leave hour subject to previously established vacation maximum provisions.
- c. The maximum number of sick leave hours which may be converted shall not exceed sixteen (16) hours of vacation leave credited once annually in January, while maintaining a minimum sick leave accrual balance of at least 96 hours. The conversion procedure is as follows:
  - d. In November of each year, the Human Resources Director shall distribute a memorandum to each department to inform the department of applicable deadlines and procedures, and a listing of employees in their department eligible to convert leave. Each department shall also receive individually addressed Sick Leave Conversion Request Forms to distribute to eligible employees.
  - e. Each department shall distribute the forms and notify eligible employees of the deadlines and procedures. Eligible employees requesting conversion shall complete, sign and date the Sick Leave Conversion Form, and indicate the number of hours they wish to convert. The requesting employee must return the completed form to the Human Resources Director by the deadline designated in the memorandum.
- f. Converted leave hours will be credited to the employee's vacation leave bank during the month of January. Accrued sick leave hours converted to vacation leave hours cannot be converted back to sick leave.
- g. The Town is not responsible for late, lost or misdirected conversion requests.

#### **H. Leave of Absence Without Pay Other than Family and Medical Leave**

- 1. All full-time employees of the Town may take a leave of absence from work for certain unexpected circumstances. A leave of absence is generally allowed without pay, unless covered by paid leave policy provisions, and must be requested in writing to the Town Manager for final approval.
- 2. Payment for insurance coverage while an employee is on an unpaid leave of absence unless the leave is under the Family and Medical Leave Act ("FMLA") will continue as if the employee was on payroll for the first thirty (30) days of a leave of

absence. Thereafter, the employee becomes responsible for the entire monthly premium during his/her leave of absence.

3. Every effort will be made to reinstate employees to their position or another comparable position following return from a leave of absence; however, reinstatement is not guaranteed unless the leave is under the FMLA. In cases where the position has been filled during a leave of absence other than a FMLA leave and no other job vacancies are available, the employee will be terminated. Such termination does not preclude rehire by the Town in the future.
4. Employees are prohibited from accepting part-time or full-time employment with any entity other than the Town while on leave of absence, unless they receive specific permission to hold such employment from the Town Manager or his/her designee. In the absence of such permission, an employee taking other employment shall be considered to have abandoned his/her job with the Town.
5. Employees who make no effort to return to work at the conclusion of any leave of absence or who accept other full or part-time employment during any leave will be considered to have abandoned his/her job.
6. Except where leave is not foreseeable, all employees requesting leave of absence under this policy must submit the request in writing to their immediate supervisor and the Human Resources Director.
7. When an employee plans to take a leave of absence, the employee must give thirty (30) days notice, and provide any documentation required under this policy at the same time. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is possible. It will be in the sole discretion of the Town Manager as to whether to approve or deny the leave of absence.
8. While on leave of absence, employees are required to report periodically to their immediate supervisor regarding the status of their ability to return to work, if applicable, and of their intent to return to work.
9. Employees returning from a leave of absence must contact their immediate supervisor no less than five (5) business days prior to the expiration date of the leave of absence.

## **I. Bereavement Leave**

1. Employees shall be granted time off with pay to arrange the funeral of, or pay final respects to, an immediate family member. Such time off will not exceed three (3) consecutive working days.
2. For the purpose of this section, the employee's immediate family is defined as the employee's father, mother, father-in-law, mother-in-law, spouse, children, grandchildren, grandparents, brother, sister, brother-in-law or sister-in-law. At the directions of the Town Manager, Bereavement Leave may be granted for other individuals that are not an employee's immediate family.
3. The employee shall provide the Department Head with proof of death in their immediate family as defined before compensation is approved.

## **J. Military Leave**

1. Leave for active military service or for active state duty ("Active Military Leave") shall be granted in accordance with Chapter 115, Florida Statutes, and the Uniformed Services Employment and Reemployment Rights Act (the "USERRA"). Active military service as used herein shall signify active duty with any branch of the Florida defense force or federal service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States, or other services as provided in Sections 115.08, 115.09 and 115.14, Florida Statutes.
2. Town employees who are ordered to active military service shall be granted leave beginning with the date they are ordered to active military service, and ending on the date they are required under the USERRA to apply for re-employment.
3. Active Military Leave shall be with full pay and benefits for the first thirty (30) calendar days.
4. The Town shall continue to provide all health insurance and other existing benefits to employees on Active Military Leave as required by the USERRA.
5. An eligible employee who is a commissioned reserve officer or reserve enlisted personnel in the United States military or member of the National Guard is entitled to leaves of absence from his/her respective duties, without loss of pay, for the first

seventeen (17) working days of that training period in a calendar year in accordance with section 115.07, Florida Statutes. Any absence for training purposes in excess of seventeen (17) working days shall be charged to appropriate accrued paid leave, or to leave without pay if an employee has no such leave accumulated.

#### **K. Jury / Witness Duty**

An employee who is legally summoned to serve on a jury shall be permitted absence with pay, minus the amount received from the courts, for the time required to perform such duty. If excused and/or released from such service, the employee should report for his/her regular employment. If selected to sit on a jury, the employee will be permitted the time off to perform the duties as a jurist.

#### **L. COBRA**

Employees and their dependents who would otherwise lose insurance coverage in any Town sponsored group health plan because of a “qualifying event” are eligible for continuation coverage under the Town’s group policy pursuant to the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA provides continuation coverage equal to the coverage applicable to active employees for a limited time period in accordance with Federal law. However, under the law, employees must pay the full premium amount plus an administrative fee.

#### **M. Leave Requests**

All requests for leave days shall be submitted to the Department Head in writing. It is the responsibility of the Department Head to submit granted requests to the Human Resources Director. Department Head requests for leave must be approved by the Town Manager and submitted to the Human Resources Director.

#### **N. Meal Periods**

Each non-exempt Town employee receives a designated meal period during each work shift. The amount of time for meal periods may vary for some positions depending on the job duties of the position, the employee’s total scheduled hours and the needs of the department. Employees may eat in designated areas and/or leave the work site to conduct personal business.

## **O. Parking**

Employees shall receive a permit to park in approved municipal off-street lots. To obtain this permit, employees must present the Human Resources Director the tag information for their vehicle. It is each employee's responsibility to keep their car locked and to leave no valuable items in their car. Any losses from theft or damage to a car are the responsibility of the individual employee and not the Town. Employees are prohibited from delegating their employee parking permit to someone else.

## **P. Workers' Compensation**

1. All Town employees are covered by Workers' Compensation insurance, which provides for managed medical care and wage lost benefits.
2. Each employee injured in a job-related accident will, to the extent required by state and federal law, be assured of his or her job when released to return to duty. If the employee is unable to return to his or her regular position, every reasonable effort will be made to ensure that the employee is placed in another position within the Town structure commensurate with the employee's capacity.
3. Employees must immediately report all on-the-job injuries to their supervisor. The supervisor must complete the First Report of Injury and notify the Human Resource Department who will inform the supervisor and/or the employee where the employee must go to receive the appropriate medical care.
4. If an employee suffers an on-the-job injury that requires non-emergency medical attention, an employee should not go to their personal health care physician or use personal health insurance benefits to obtain treatment. The employee shall be referred by the Town to an authorized Worker's Compensation Physician where a preliminary examination will be made. In cases of severe injury or extreme emergencies, emergency medical personnel should be contacted and the employee taken to the nearest hospital emergency room. The employee's supervisor should notify the Department of Human Resources as soon as possible.
5. Employees observed engaging in activities inconsistent with injuries or illnesses claimed will be subject to denial of benefits and disciplinary action.

6. In accordance with Section 2-161 of the Town's Code, employees who suffer an in-line-of-duty injury shall be entitled to a supplemental pay from the Town in an amount that, when combined with workers' compensation payout, will equal his/her normal weekly pay, as set forth below:
  - a. The injured employee shall be entitled to the supplemental pay for the first sixty (60) working days of the period in which he is receiving workers' compensation.
  - b. After the first sixty (60) days of supplemental pay the employee may request additional supplemental pay from the Town Commission.
  - c. The employee shall submit his request for an extension of supplemental pay from the Town Commission in writing to the Town Manager. The request for extension shall be presented to the Town Commission with the written recommendation of the Town Manager, the employee's Department Head and the Town doctor.
  - d. The Town Commission shall determine eligibility, and, if eligible, the number of additional working days the employee shall be eligible for supplemental pay, pursuant to the criteria set forth in this section.
7. In evaluating and determining eligibility and, if eligible, the length of supplemental pay, the Town Commission shall consider the following:
  - a. The facts of the occurrence of the injury;
  - b. The medical extent of the injury;
  - c. The Town Manager's and Department Head's recommendations;
  - d. Whether the extent of injury is medically determined to be caused by the incident before the Town Commission or an aggravation of a pre-existing condition;
  - e. All the attendant circumstances which would be germane to the foregoing evaluation;
  - f. Any matters or facts the employee desires to present. The employee shall be notified when the matter is to be presented to the Town Commission, so that such employee or a representative may be afforded an opportunity to appear before the Town Commission at the time the matter is being considered; and

8. If a medical evaluation, conducted by a physician approved by the Town Manager, indicates the employee is not able to assume his regular duties but is able to return to a less strenuous assignment, when such assignment is available, the employee shall accept the lesser assignment to be eligible to receive supplemental pay.

**Q. Overtime**

1. All non-exempt employees will be compensated at the rate of time and one-half for all hours worked in excess of forty (40) in a given work week. Vacation leave, sick leave and paid holidays do not count toward as “hours worked” for purposes of overtime compensation.
2. The workweek begins on Monday at 12:01 a.m. and ends on midnight on Sunday. Employees are paid on a bi-weekly basis.
3. When it is necessary for an employee to work in excess of a normal workweek, such overtime shall be first authorized by the Department Head. The Department Head authorizing overtime shall justify and authenticate each employee's overtime by signing an overtime request/approval form and submitting the appropriate form to the Human Resources Director.
4. In general, overtime is intended to be used in emergencies or in instances of unanticipated workloads.

**R. Longevity**

1. Full-time employees are eligible to receive longevity pay over and above an employee’s normal salary on the anniversary of his or her uninterrupted employment as follows:

<u>Years of Service</u>	<u>Annual Compensation</u>
Beginning the 7 <sup>th</sup> year	\$1,000
Beginning the 11 <sup>th</sup> year	\$1,250
Beginning the 15 <sup>th</sup> year	\$1,500
Beginning the 20 <sup>th</sup> year	\$1,750

2. To move from one longevity step to the next higher, employees must demonstrate satisfactory performance. Failure to achieve a satisfactory performance evaluation will result in an employee remaining at his/her current longevity step until performance objectives are met and the overall performance improves to satisfactory.
3. An employee who is rated as below satisfactory may appeal to their Department Head. The Department Head will conduct an informal review of the evaluation with both the evaluator and the employee appealing the evaluation being heard. No witnesses will be heard and no transcript will be made. The Department Head will reach a written decision within ten (10) working days. If the employee disagrees with the Department Head's written decision, he/she may request a review by the Town Manager. The Town Manager's decision will be final and binding.
4. Anniversary dates shall be adjusted by the Town, due to any leaves and suspensions without pay.

#### **S. Employee Assistance Program (EAP)**

1. The Employee Assistance Program ("EAP") is intended to assist employees and their immediate family members who are suffering from behavioral/medical problems, which may affect their work performance. The Town understands that these behavioral/medical disorders can be successfully treated. The EAP is to help those individuals who develop such problems by providing confidential referral assistance in order for them to obtain access to treatment.
2. Participation in the EAP will not jeopardize an employee's job. Information concerning an employee's participation in the EAP is confidential. Please contact the Human Resource Department for more information.
3. Employees may be directed to participate in this program.

#### **T. Use of Town Vehicles**

1. The Town Manager shall approve the use of Town vehicles for certain positions. The primary criteria for approval shall be the ultimate benefit to the Town and the exceptional or unique requirements of the position. Employees are required to follow all laws and Town policies regarding driving standards when operating a Town vehicle

or equipment on approved official Town business. Failure to follow the policy items listed below may subject an employee to disciplinary action.

2. Vehicles must be inspected by the operator prior to each use to ensure all parts, equipment and accessories are in safe operating condition and free of any damage or defect. Failure to do so will result in the driver assuming responsibility for the damage and/or condition of the vehicle as well as subject to disciplinary action.

If body damage is discovered, the employee shall check with their supervisor to see if an Incident Report has been completed and a copy forwarded to the Public Works Department. If no Incident Report has been completed, the employee must make note of the damage in writing to his/her supervisor immediately, who will in turn notify the Department Head and the Town Clerk.

3. Preventive Maintenance Service

Town vehicles are to undergo preventive maintenance according to standards established by the Public Works Department. Department Heads who have vehicles assigned to their department are responsible for ensuring that the required maintenance and service is scheduled.

Employees shall immediately notify their supervisor if they detect any irregularities in a Town vehicle. Employees shall report mechanical problems on a Vehicle Repair Request Form and return it to the Public Works Department.

Operators are responsible for the appearance (interior and exterior cleanliness) of the Town vehicle assigned to them. All trash and/or debris must be discarded.

4. Vehicle Collisions

Employees involved in any vehicular collision in a Town vehicle, irrespective of responsibility shall:

- a. Call for medical and/or fire suppression assistance, if needed;
- b. Notify the appropriate law enforcement agency;
- c. Call their immediate supervisor;
- d. Do not accept or assign fault

- e. Complete the First Report of Injury if the incident resulted in injury to an employee, and forward copies to the Department Head, who will forward it to the Human Resources Director.
  - f. Complete an Incident Report and submit it to their immediate supervisor, who will forward it to the Human Resources Director and/or Town Clerk.
5. The information listed below is in addition to existing policies that govern the safe operation of Town vehicles.
- a. The Town Manager shall be responsible for determining the criteria for and authorizing the on-going use of Town vehicles by employees. The Town Manager is also responsible for approving any exceptions to this policy.
  - b. The Human Resources Director shall be responsible for obtaining and reviewing individual driver license transcripts as needed.
  - c. All operators and passengers of Town vehicles and/or heavy equipment shall use the vehicle seat and lap belts if the vehicle is so equipped. Any employee injured in a crash and found not wearing such protection may have Worker's Compensation benefits reduced as allowed by Florida Statutes § 440.09 (4). Airbags shall not be rendered inoperable on vehicles so equipped.
  - d. Employees driving Town vehicles should not use cellular telephones or radios. Employees should pull off the road to make calls.
  - e. At no times are employees to ride in the bed of a truck, except in vehicles where proper equipment for such use has been installed.
  - f. Department Heads are responsible for providing the Town Manager/Human Resources Director with a list of employees authorized to use a Town vehicle for approved purposes, the type of vehicle, and the justification for the use of the vehicle.
  - g. Additionally, Department Heads must also furnish the names and geographic street addresses where the take-home Town vehicles will be located.
- h. Employees using Town vehicles shall be personally responsible for fines incurred as a result of driving or parking violations or infractions while operating Town

vehicles. Additionally, employees with take-home vehicles are personally responsible for any tax liability associated with the value of this benefit.

- i. Employees must pay tolls when required and will be reimbursed with proper receipt.
6. Town employees who are authorized to operate Town vehicles shall adhere to state laws and Town policies outlined below.
- a. Employees who operate a Town vehicle shall possess a valid State of Florida driver license applicable for the type of vehicle being operated.
  - b. Employees who operate Town vehicles shall wear a seat belt at all times and shall enforce mandatory seat belt use for all passengers in accordance with state laws and Town policies.
  - c. Employees shall conduct pre-operating and post-operating inspections of Town vehicles and immediately report any malfunctions or maintenance requirements to their supervisor. Employees are also responsible for ensuring that proper and preventive maintenance is performed as scheduled or needed.
  - d. Employees who are assigned Town vehicles shall maintain a clean (interior and exterior) and presentable vehicle at all times and shall conduct regular cleaning and maintenance.
  - e. Employees who operate a Town vehicle are responsible for taking and enforcing proper security measures including but not limited to removing keys, rolling up windows, locking doors, etc.
  - f. Employees shall use O.S.H.A. approved safety cones when working in or near hazardous areas (i.e. roadways) in accordance with state laws.
  - g. Employees shall report all accidents immediately to the supervisor or Department Head and the appropriate law enforcement agency. Additionally, employees shall immediately notify his or her Department Head or the Human Resources Director in the event of the loss or limitation of driving privileges.
  - h. Employees shall not use Town vehicles for pushing or towing a stranded motorist regardless of whether or not the motorist is a Town employee.

- i. Employees shall not permit unauthorized persons to operate or be a passenger in Town vehicles including all four (4) wheel beach accessible vehicles (mechanics from private maintenance shops may be authorized). Employees shall not be transported or ride in the bed of a pickup truck, flatbed truck, or other vehicle that is not equipped with specific seats for the purpose of providing transportation. Employees may not use Town vehicles to transport family members, friends or other unauthorized persons unless specifically authorized in advance by the Town Manager.
- j. Employees shall not utilize Town vehicles to carry or otherwise transport firearms or weapons unless such firearms or weapons are Town issued and an approved job requirement.
- k. No employee may consume or be under the influence of alcohol or drugs (legal or otherwise) while operating Town vehicles and no passengers may consume alcohol or illegal drugs. Employees who are taking prescribed medications which are known to affect driving abilities are required to report this information to his or her supervisor or Department Head prior to operating Town vehicles.
- l. Employees and authorized passengers shall refrain from smoking while inside Town vehicles.
- m. Employees may not use Town vehicles for personal business of any kind unless specifically approved in advance by the Town Manager.
- n. Employees are prohibited from placing unauthorized bumper stickers, tags, signs, etc. on any Town vehicle.
- o. Employees permitted to take vehicles home because of on-call requirements, or for other reasons approved by the Town Manager, shall strictly follow administrative policies for the use of "take-home" vehicles.