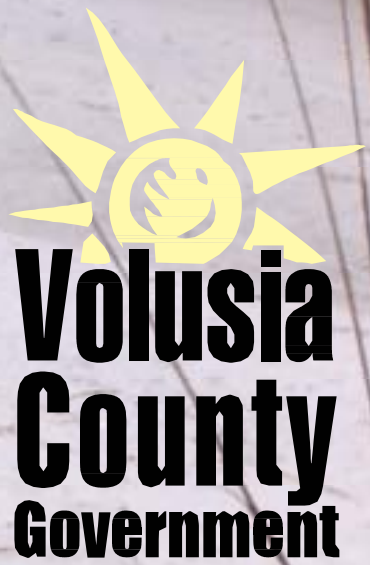


# Employee Handbook



*VOLUSIA COUNTY  
IS AN EQUAL  
OPPORTUNITY EMPLOYER*



Personnel Division  
Revised January 2007

## Employee Handbook

# VOLUSIA COUNTY GOVERNMENT PERSONNEL DIVISION

230 North Woodland, Suite 262, DeLand, FL 32720

**Phone Numbers:**

DeLand	736-5951
Daytona Beach	257-6029
New Smyrna Beach	423-3300

**Fax Number:**

740-5149

**Internet Address:**

<http://volusia.org>

**Intranet Address:**

Employee News Network (ENN) <http://enn.co.volusia.fl.us>

**Job Line:**

DeLand	736-5921
Daytona Beach	254-4607
New Smyrna Beach	423-3319

**Wellness Centers:**

123 W. Indiana Avenue, DeLand – 2nd Floor

250 N. Beach Street, Daytona Beach

Fire Services Training Center – 3889 Tiger Bay Road, Daytona Beach **Open**

**Competitive job announcements and employment applications are available at all Volusia County Libraries, Personnel, ENN, Internet, and by request.**

**Promotional announcements are posted on Department/Division bulletin boards, ENN (Personnel's webpage) or in the Personnel Division.**

*The following documents, and more, are available for review on the County's ENN (intranet) and/or "O" drive (O:\common\personnel\instruct>manuals):*

Merit System Rules & Regulations  
Compensation Manual  
Classification Specification  
Disciplinary Manual  
Affirmative Action Plan  
Performance Evaluation Forms  
Transfer/Promotion Request Forms

# Employee Handbook

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## **PURPOSE OF THE HANDBOOK**

*This Handbook has been assembled to give you important information about the County, your job and benefits. The contents constitute only a summary of the employment benefits, personnel policies and employment rules in effect at the time of publication. Although the County intends that the benefits, policies and regulations outlined in the Handbook will generally remain in effect, it reserves the right at any time, with or without advance notice, to amend, curtail or terminate completely, employee benefits offered or to otherwise revise the policies and procedures outlined in this Handbook. Because facts and circumstances may differ in any particular case, the County reserves the right to make all management decisions as it deems necessary to best serve the organization.*

# **VOLUSIA COUNTY GOVERNMENT**

## **WELCOME**

*We wish you every success in your job and sincerely hope that you make your employment with the County of Volusia a long and rewarding career.*

*The future of all our jobs depends upon the skill, care, and effort each of us puts into our work every day. We are counting on you to do your very best!*

## **ESTABLISHMENT OF COUNTY GOVERNMENT**

In 1854, the State of Florida established the political subdivision called the County of Volusia. As a unit of government, the County's powers were specifically defined and limited by the State. Many laws which citizens wanted could not be passed by the County - they had to be passed by the State.

In 1970, the voters of the County of Volusia adopted a charter which gave home rule powers to County Government to carry out the expanded responsibilities. Under this plan, seven elected Council members hire a full-time professional manager who carries out Council policies and oversees day-to-day County operations.

Many of the policies established by the County Council directly affect you as a County employee. The most important ones are the Merit System, the Classification Plan and the Compensation Plan. These policy statements form the basis of personnel administration within County Government.

## **ORGANIZATION OF COUNTY GOVERNMENT**

The Administrative Code is a Council-passed policy, which directs how the County of Volusia will be structured.

## **WORK FORCE DIVERSITY**

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity is recognizing and respecting the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. The County supports diversity by striving to maintain an environment in which the entire workforce values differences and take steps to ensure that everyone knows they are welcome.

## **MERIT SYSTEM**

Most of your conditions of employment are established by the Merit System. This includes pay, probationary period, attendance, holidays, leave, transfers, promotions, disciplinary actions, grievance procedures, adverse actions (including terminations), and rights of appeal.

The Merit System's purpose is to ensure that all personnel decisions are made on the basis of qualifications and ability to do assigned work.

The principles of equality of opportunity are addressed in the Merit System to assure that decisions are made without regard to color, religion, creed, national origin, political affiliations, sex, age or handicap.

The Merit System also deals with the *Position Classification Plan* and the *Compensation Plan*. The *Position Classification Plan* groups the various positions into classes with appropriate titles, descriptions of duties and responsibilities, types of work performed and minimum qualifications. The job which you have been hired to perform has been assigned a class title, such as Equipment Operator I or Office Assistant III.

The *Compensation Plan* is intended to provide all employees with fair and competitive pay and to provide a uniform system of payment. It consists of salary/wage schedules showing pay ranges including the minimum and maximum rates of pay and the assignment of each classification to a pay range.

To remain competitive, the *Compensation Plan* is reviewed annually and revised periodically based on information gathered from a wage and salary survey in which a sampling of County jobs are compared with similar positions in surrounding communities. The County Council must approve all changes to this plan.

## **COLLECTIVE BARGAINING AGREEMENTS**

Certain classifications are represented by elected unions and are covered by collective bargaining agreements. Terms and conditions of employment including wages are subject to the provisions of the respective agreement.

## **PUBLIC INFORMATION POLICY**

### **Emergency or Controversial Information or Policy Matters**

All Volusia County Government employees as citizens are free to communicate with the news media; however, if an employee identifies him/herself as a Volusia County Government employee, then the employee is presumed to be speaking on behalf of Volusia County Government and in an official capacity. As such, the employee is subject to the provisions outlined here and by their Department. Information of an emergency or controversial nature shall be reported immediately to the County Manager's Office, the appropriate Department Director and the Community Information Director. Community Information will coordinate the release of information. In all such cases, all statements and releases to the news media will be issued by the County Manager, Deputy County Manager, Department Director, Legal Department or Community Information Director. Explanations of County policy matters shall be provided only by the County Manager, Deputy County Manager, County Attorney and

Assistant County Attorneys, Department Directors, Division Directors or Community Information staff. This includes, but is not limited to, information relating to potential or actual lawsuits and other legal matters, accidents involving serious bodily injury or death, an employee grievance, wrongdoing by a County employee, a natural or manmade disaster or serious breaches of County performance.

### **Non-Emergency or Routine**

For general information involving verified, non-controversial, non-policy matters, Department/Division/Activity Directors may conduct interviews or provide information directly to the news media or other persons, in accordance with a policy established by each Department Director.

### **News Releases**

With the exception of law enforcement and public safety information and obvious emergency situations, all news releases from Volusia County Government shall be prepared and issued by Community Information. All news releases will be verified for accuracy with the Department Director, Division Director, Activity Director or others directly affected before dissemination to the public. All news releases issued by the County will be considered of general importance and as such all news media will be treated equitably. There may be cases where it is not feasible or necessary to issue news releases to every news agency in the area of general Volusia County concern. Copies of news releases shall be posted in the news media box, Community Information file and on the Internet home page. News releases may be distributed in person, by mail, facsimile or other electronic means.

### **News Conferences**

News conferences will be established only with the concurrence of the County Manager, Community Information Director or their designees.

### **Letters to the Editor or Guest Editorials or Position Papers**

Letters to the editor, guest editorials or other official County position papers shall be issued only by the County Manager, Deputy County Manager, Department Directors, County Attorney, Division Director, Activity Directors (with Department Director authorization) or Community Information Director. Such correspondence will be approved by the County Manager's Office through Community Information.

### **National News Media, Magazines, Television/Film Production Companies**

All contacts and inquiries from national news media, magazines, newsletters, television or movie production companies, etc. shall be referred to Community Information.

## **USE OF COUNTY INFORMATION SYSTEMS**

Volusia County is making every effort to provide its employees with the best technology available to conduct the County's official business. The County's policy regarding the use of the Internet and e-mail is, among other things, intended to guide the performance of the duties of County employees. It is also intended to place employees on notice that they should not expect the Internet and e-mail in their possession or use to be either private or confidential. **THERE IS NO EXPECTATION OF PERSONAL PRIVACY IN THE USE OF THE COUNTY INTERNET AND E-MAIL.**



Incidental and occasional personal use may be permitted with the consent of the Department Director, Division Director, or other general manager. **UNDER NO CIRCUMSTANCES SHALL OBSCENE AND/OR SEXUALLY EXPLICIT MATERIAL AND/OR COMMENTS BE VIEWED AND/OR TRANSMITTED ON THE COUNTY'S INTERNET AND E-MAIL SYSTEMS.**

The Florida Public Records Law (Chapter 119) requires the County to make all public records available for inspection and to provide copies upon request. A public record is any writing, which includes electronic documents, relating to the conduct of the public's business prepared, owned, used, or retained by the County. The Public Records Law includes a number of exceptions from the disclosure requirement. An employee should contact his or her Department, Division, or Activity Director or the Legal Department for advice as to whether the information is a public record.

### **EMPLOYEE NEWS NETWORK (ENN)**

ENN is a vital internal networking system (intranet) by which the County of Volusia employees can receive and share information within one minute of posting. It is designed to provide easy access to information, and to reduce paper consumption, e-mail traffic, and staff time.

Similar to the internet, the ENN intranet has home pages for various county departments and divisions. ENN home page displays several sites that are used daily by county employees such as: Position Announcement, Employment Application, Personnel and other County forms, County Phonebook, Enterprise Calendar, Hot News Articles, Voice of Volusia, County Council Agendas, the County Line Repository, Department Directory, V-Bay classified ads for employees, and much more! Employees may access ENN at [enn.co.volusia.fl.us](http://enn.co.volusia.fl.us).

## **YOUR EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin or other non-merit factors is prohibited. Discrimination on the basis of age or sex or physical disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification. An employee who feels he/she has been discriminated against may process a grievance in accordance with the discrimination complaint procedure found in this handbook.

### **YOUR SUPERVISOR**

Your supervisor is the person to whom you will be immediately responsible to for the performance of your work. (S)he will also help you adjust to your new job by giving you instructions, advice and any information you may request.

Your supervisor is the first person in the "chain of command". All inquiries, suggestions, and grievances you may have should first be discussed with your supervisor.

### **DRUG-FREE WORK PLACE**

To ensure a drug-free workplace, you are prohibited from possessing, distributing, or using controlled substances and alcohol in the workplace while performing work for the County or while in or on County property. Further, if there is reasonable suspicion that you had or have impaired performance due to any controlled substance or alcohol you may be referred for a medical examination, testing and/or treatment on a mandatory basis.

Failure to submit to a drug/alcohol test or to satisfactorily complete a required rehabilitation program through the *Employee Assistance Program (EAP)* may result in your termination from employment.

If you are in a safety sensitive position (e.g., Equipment Operator) and you test positive for a controlled substance, you may be reassigned or demoted to a non-safety sensitive position, placed on leave status while participating in the *Employee Assistance Program*, or terminated. If you are holding a special risk position, (e.g., A certified Firefighter, or Law Enforcement Officer) you may be discharged or disciplined for the first positive confirmed drug test.

The *Omnibus Transportation Employees Testing Act of 1991* requires random alcohol and drug testing of employees whose jobs require them to maintain a current Commercial Drivers License (CDL). The only employees not subject to the *Federal Highway Administration (FHWA)* rules are those employees who are not required to have a CDL to perform their duties. All new employees must certify in writing that they have received, read, and understand the Drug-Free Work Place Policy and Procedures.

***Any employee arrested and/or convicted of a crime involving controlled substances must inform his/her Department/Division Director immediately.***

### **MEDICAL EXAM/LEAVE**

When, in the opinion of a Department or Division Director, an employee is not able to perform the duties of a position due to physical or mental illness, injury, or other health-related reasons, the Department/Division Director may request that the Personnel Director require the employee to submit to a medical examination by a physician designated by the County. This examination is at the option of the County. If the medical report indicates the employee is unable to perform his/her duties effectively, the Personnel Director may require the employee to take such leave as is medically needed to restore the employee to normal health. An employee may use accrued personal, sick and/or annual leave.

### **WORKPLACE SAFETY**

It is the policy of Volusia County Government to provide and maintain safe and healthful working conditions and to follow operating practices that will safeguard employees and citizens.

The County is continuously exerting every effort to make its equipment and working areas as safe as possible. By the same token, employees of Volusia County Government are expected to place safe work practices and identification of unsafe conditions as the highest priorities while performing daily tasks.

It is recommended that employees become familiar with the County's Safety Program, and then review their own Department/Division Safety Program policies. Employees should discuss any questions or concerns with their supervisor, and contact Personnel for additional information and/or assistance.

***Report all accidents, injuries, equipment damage and safety hazards to your supervisor no matter how minor they may seem.***

### **WORKPLACE VIOLENCE**

Workplace violence has emerged as an important safety and health issue in today's society. The County of Volusia will not condone or tolerate violence or threats of violence in any County workplace.

### **REPORTING POTENTIAL WORKPLACE VIOLENCE**

All Employees should be alert at all times to situations, comments and/or behavior of anyone in the workplace that might indicate the potential for violence.

All incidents of workplace violence should be reported to the supervisor and the Department/Division Director immediately. Management may contact Personnel for further

assistance in evaluating the situation and determining an appropriate response. Employees are to call 911 if there is imminent danger, and complete an Incident Report as soon as possible. The following information should be provided whenever possible:

1. Name(s) of the individual suspected or alleged to have violated this policy;
2. Name(s) of the victim(s);
3. A clear description of the incident including the time and place and any other information that might assist with the investigation of the incident.

## **TYPES OF APPOINTMENTS**

Your type of appointment was determined when you were hired for the job you now hold. Most employees are appointed on an unlimited, full-time basis. The other main types are unlimited part-time, temporary full-time and temporary part-time appointments.

Grant-funded appointments are limited in term depending on how long the grant is funded. A person with a part-time appointment is scheduled to work less than a full workweek, which is less than 30 hours a week.

A temporary appointment means that the employee is hired for no more than a six-month period. If your appointment is part-time or temporary, several of your fringe benefits may be different from those described in this handbook. Your supervisor or the Personnel Division will be able to answer any questions you may have.

A trainee appointment can be made when the Appointing Authority and the Personnel Director agree on a specific, individual training and salary schedule for the position.

## **PROBATIONARY PERIOD**

The probationary period is regarded as an important part of the employment selection and examination process and is used for evaluating your work quality, attendance and other job related factors. It also gives you the opportunity to decide whether you like your new job and surroundings.

Most classifications have a six-month probationary period. Public Safety/Protection positions such as: Corrections Officer Trainee, Corrections Officer, Senior Lifeguard, Deputy Sheriff, Telecommunicator, and Firefighter have a one (1) year probationary period.

During the probationary period, any unsatisfactory performance may result in an extension of probation or termination. Departments/Divisions may also request authorization to extend probation due to extenuating circumstances which did not allow the employee to be fully evaluated during the normal probationary period.

One purpose of the probationary period is to provide you with guidance in learning the job which you have been hired to perform. If you don't understand exactly what you are supposed to do, let your supervisor know that you need more guidance. Remember, your supervisor is available to provide constructive assistance; however, (s)he is not always going to know when

you are confused or when you feel you need more direction in order to do your best on the job. You have a responsibility to seek your supervisor's help when you feel you need it.

At any time during the probationary period, an employee may be dismissed with or without cause and has no right for appeal.

## **PERFORMANCE EVALUATION**

A written evaluation of your job performance informs you of how well you are doing and what improvements you can make. The evaluation is completed by your supervisor, reviewed by the director of your Department/Division/Activity, and placed in your personnel file. You will be asked to sign the evaluation indicating that you have read and understand its content. You will be given a copy of the evaluation and the opportunity to furnish written comments for attachment. The procedures to follow if you disagree with the evaluation are provided at the time you receive your evaluation from your supervisor.

You are responsible for knowing the functions, tasks, authority, responsibility, and standards of performance of the job to which you are assigned.

## **REASONS FOR DISCIPLINARY ACTION**

An employee may be dismissed, suspended, demoted, and/or reduced in salary by his/her Appointing Authority for violation of County rules, poor job performance, or similar reasons. Reasons for disciplinary actions may include, but are not restricted to, the following:

1. Willful neglect in the performance of the job duties which the employee has been assigned;
2. Disregard for or frequent violations of county ordinances, departmental policies and regulations, including safety rules;
3. Willful misuse, misappropriation, negligence or destruction of county property or conversion of county property to personal use or gain;
4. Frequent tardiness or absence from duty without prior approval;
5. Violation of any reasonable or official order, refusal to carry out lawful and reasonable directions given by a proper supervisor, or other acts of insubordination;
6. Use of intoxicating beverages, narcotics, drugs, or other controlled substances so as to interfere with job performance or the efficiency of county service;
7. Criminal, dishonest or any other forms of conduct which interferes with effective job performance or has an adverse effect on the efficiency of county service;
8. Violation of privileged information used for private gain;
9. Incompetent or unsatisfactory performance of duties;

10. Conviction of a crime;
11. Knowingly giving false statements to supervisors, other officials or the public;
12. Any conduct, on or off duty, that reflects unfavorably on the County as an employer;
13. Membership in any organization which advocates the overthrow of the government of the United States by force or violence;
14. Discovery of a false statement in an application or in any other document used to obtain employment which had not been previously discovered;
15. Acceptance of gratuities to the extent prohibited by the County Merit System Rules & Regulations;
16. Refusal to be examined by a county physician or other designated physician when so directed by proper authority;
17. Political activity violation outlined in the County Merit System Rules & Regulations;
18. Refusal to sign loyalty oath;
19. Participation in a strike, as defined by the Public Employees Relations Commission (PERC);
20. Any other conduct or action of such seriousness that disciplinary action is considered warranted.

## **TYPES OF DISCIPLINARY ACTION**

- A. Whenever grounds for disciplinary action less than suspension without pay, reduction in pay, demotion or dismissal exist, one of the following reprimands may be issued:

1. Oral Reprimand

The supervisor has determined that the incident, action, or behavior of the employee is such that more severe disciplinary action is not immediately necessary. When an oral reprimand is given, the supervisor will note within the employee's personnel file the nature of the reprimand and the date issued.

2. Written Reprimand

When the supervisor determines that a written reprimand is necessary, the reprimand shall be addressed to the employee and shall include the charge of the specific behavior, and the dates of the behavior.

A signed copy of the reprimand shall be forwarded to the Personnel Division, and the employee shall have the opportunity to submit written comments for inclusion in the file.

## B. Severe Disciplinary Action

If the Appointing Authority believes that a more severe disciplinary action such as reduction in pay, demotion, suspension without pay, or dismissal is appropriate, two (2) actions are involved:

1. The Appointing Authority must notify the employee in writing before one of these actions is taken. This written statement must list the reasons why the action is taken, previous warnings which were issued and counseling attempts to correct the problem.
2. The employee has three (3) calendar days to respond to this action by providing written and/or oral evidence that might cause the Appointing Authority to change his/her decision.

## **GRANT PROGRAMS**

If your position is totally or partially funded by a Federal or State grant you should ask your supervisor or Activity Director if supplemental or additional procedures affect any of your rights as described in this section.

## **REDUCTION IN FORCE (LAYOFF)**

Although Volusia County Government does its best to provide steady, secure employment, there may be times when it becomes necessary to eliminate jobs due to a shortage of funds, loss of federal or state grants, lack of work, changes in organizations, or other appropriate reasons.

The Volusia County Merit System Rules and Regulations establish the guidelines for a reduction in force.

## **EMPLOYEE IDENTIFICATION CARDS**

The County of Volusia Identification (ID) Cards are to be used by County employees to show proof of employment when performing work related duties or attending County functions. The identification card is not intended to be used in lieu of proper ID cards (i.e., Florida ID card, Florida Driver's License, etc.).

The replacement fee for a lost/stolen card is five dollars (\$5) which is paid by the employee and due at time of replacement.

Employees should contact Personnel immediately to report/replace lost or stolen cards.

## **YOUR PAY**

### **OVERTIME**

If you are required by your supervisor to work beyond the normal hours of your scheduled workweek, you may be compensated by either overtime pay or by compensatory time. Overtime eligibility is determined under the guidelines of the *Fair Labor Standards Act (FLSA)* and the *Merit System Rules and Regulations* and/or applicable labor agreement. Generally, administrators, mid-level managers and other similar employees are exempt from the overtime provisions of the *FLSA* and are not eligible to receive overtime compensation. If you have questions regarding your rights to be compensated for authorized overtime work, you are encouraged to discuss them with your supervisor, your Department/Division Director or with Personnel.

### **RECEIVING YOUR PAYCHECK**

You will be paid bi-weekly, every other Friday. All employees are eligible to be paid by direct deposit into their financial institution of choice (checking account, savings account, money market account, etc.).

### **PAYROLL DEDUCTIONS**

The Federal Government requires that amounts be deducted from each employee's paycheck for payment toward social security benefits and federal income/withholding tax.

Additional deductions may be withheld from your pay at your request for such items as employee only health coverage, dependent health coverage, savings bonds, credit union, deferred compensation and others required by law or authorized by the County Manager.

### **MERIT PAY INCREASES**

Salary increases within pay ranges may be approved to recognize individual differences in job performance. Merit increases are not automatic and are appropriate only when it is expected that an employee will continue to perform at a better than satisfactory level. Funding is subject to annual approval by County Council.

Evaluation of job performance and consideration for a salary adjustment based on merit is generally done on the employee's anniversary date. Merit increases will be effective at the beginning of the pay period following the anniversary date.



# YOUR WORK TIME

## **ATTENDANCE**

Each Director is responsible for the attendance of all persons in his/her Department or Division. You are urged to avoid unnecessary tardiness or absences. Unnecessary or excessive tardiness or absences may be cause for disciplinary action up to and including termination.

## **OTHER ASSIGNMENTS**

In order to maintain proper business operations and the safety and welfare of our citizens, you may be subject to reassignment from your regular duties as deemed necessary by management.

## **EMERGENCY DISASTER EMPLOYMENT POLICY**

The *Emergency Disaster Employment Policy*, approved by County Council on September 18, 1997, provides that all employees of Volusia County Government are “subject to particular job responsibilities before, during and after emergencies, natural disasters or other incidents that may affect normal county operations. . .” .

1. The County Manager, as head of the administrative branch of county government or his/her designee(s), shall have the authority to order any and all employees to work assignments as needed during hazardous weather or a local emergency, or to excuse employees from work assignments. The responsibility of the County to serve its citizens dictates that some essential Departments must remain staffed during hazardous weather or state of local emergency. Unless otherwise excused from work, all employees are subject to redeployment from their regular job assignment, according to administratively determined service needs and demands.
2. Department and Division Directors, as designees of the County Manager, shall identify employees whose services are essential during hazardous weather or a state of local emergency and notify the employees of their respective job responsibilities, which may include reassignment to another job function and/or Department or Division. All efforts will be made to assign individuals to duties according to their respective knowledge, skills, abilities and physical capabilities. Employees who are required to work during hazardous weather or a state of local emergency shall report to the worksite and, if necessary, be prepared to stay for an extended period of time. Employees who fail to comply or report to work when scheduled or summoned, without prior approval of their supervisor, may be subject to discipline, up to and including dismissal.
3. All employees of Volusia County are required to report for work, unless otherwise notified in advance, although hazardous weather or a local emergency indicates that employees may not be able to work at their normally assigned duties. With prior authorization from the Department or Division Director, any employee who is unable

to report to work may use personal, annual or sick leave (supported by a physician's statement). Requests by employees to be excused from work must be arranged in advance of the emergency or, in the case of unforeseen circumstances, reported to the appropriate authority as soon as possible prior to the beginning of the employee's work shift.

4. Non-exempt employees shall be paid pursuant to the provisions outlined in the merit system or the respective collective bargaining agreement. Exempt (salaried) employees will be afforded compensatory time for all hours worked in excess of their normal weekly work schedule.
5. Volusia County recognizes that the members of its workforce have personal and family responsibilities that may conflict with the obligation to fulfill their job requirements during hazardous weather or state of local emergency. When evacuation of personal residences is required, employees will be permitted and expected to make arrangements for their families like any other citizen, including the use of authorized shelters. In the case of single parent employees, employees with spouses who also have job obligations during hazardous weather or a local emergency and whose pre-arranged child care and/or elderly care becomes inaccessible, Volusia County will provide such services during the hours in which the employee is required to work until the employee can arrange for alternative care.

See your Department or Division Director for more information on the *Emergency Disaster Employment Policy*.

# **YOUR TIME OFF**

## **UNAUTHORIZED LEAVE**

An absence which is not authorized by your supervisor is subject to disciplinary action. An employee absent three (3) consecutive days without approved leave will be considered to have resigned. This action may be changed by a subsequent grant of leave if conditions warrant. If the employee is on an initial probationary period, the employee will be terminated with no right to appeal. Career employees will be granted due process.

## **BEREAVEMENT LEAVE**

In the event of the death of a member of an employee's immediate family (spouse, child, parent, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, step relationships), employees may be eligible for up to three (3) days paid bereavement leave. This time off is not deducted from an employee's personal leave, annual leave or sick leave account.

If more time is required than granted, the additional time may be charged to personal leave, annual leave, sick leave or leave without pay with the approval of the immediate supervisor.

## **MILITARY LEAVE**

An employee who is a member of the National Guard, or in an organized military reserve of the United States, will be allowed a maximum of 17 working days leave of absence with pay during each calendar year when called to active duty, or for training with the armed forces and up to 17 days at any time when engaged in active State duty with the Florida National Guard.  
*Note: One (1) workday is 12 hours or less.*

## **CIVIL LEAVE**

You may request time off without loss of pay when you are called for jury duty or when you are subpoenaed to appear before a court, public body, or commission on County business. Any witness fees which you receive because of your County job must be turned over to the County.

Employees who appear as a witness, plaintiff, or defendant due to personal lawsuit or criminal charges, must use annual leave or personal leave for any such absence from work. If annual or personal leave is not available, the employee may use leave without pay. Employees required to attend court on their day off shall not receive an extra day off or be paid.

**EDUCATIONAL LEAVE**

If you are a full-time employee, you may be given educational leave with full pay or partial pay for the purpose of taking courses directly related to your work. Requests for such leave must be granted prior approval by the appropriate Department Director with concurrence by the Personnel Director.

You may be granted leave with pay in order to take written or physical examinations related to your County employment or induction into military service.

**LEAVE OF ABSENCE WITHOUT PAY**

Employees who have completed their initial probationary period may be eligible for a leave of absence without pay with permission of the Department or Division Director and concurrence of the Personnel Director. Approval by the Personnel Director is required for any leave of absence without pay exceeding six (6) months.

During a leave of absence without pay, an employee does not earn personal leave, sick or annual leave or holiday pay.

**ANNUAL LEAVE - NON-EXEMPT (HOURLY) EMPLOYEES**

*(This applies only to employees covered under the annual and sick leave policy.)*

*Temporary and intermittent employees are not eligible for annual leave.*

Annual leave is "time off with pay" for a vacation or other personal needs for non-exempt employees. You must work at least six (6) months before you may utilize annual leave. At the end of six (6) months, full-time employees who have not had any absence without pay are credited with 48 hours and 10 minutes of leave and earn leave thereafter on a pay period basis. Prior approval from your supervisor must be obtained before taking annual leave.

The number of hours earned toward annual leave is based on the number of years that you have been employed by the County - the more years of continuous service, the more leave you earn. It is intended that employees with 20 years or more of continuous service will have the equivalent of one (1) full month of vacation each year.

<u>Years of</u>	<u>Rate at Which</u>
<u>Continuous Service</u>	<u>Annual Leave Earned</u>
1 to 7 years	3 hr./42 min. per full pay period
8 to 13 years	4 hr./38 min. per full pay period
14 to 19 years	5 hr./33 min. per full pay period
Over 20 years	6 hr./28 min. per full pay period

The formula used to determine the number of leave hours earned during a pay period is:

(Hours in Pay Status)

(Standard F/T Hours) x Rate at which Annual Leave Earned = Hours Earned

However, in no instance may you accrue more than the maximum allowable.

A total of 288 hours of annual leave is the maximum that may be carried over from one (1) calendar year to the next, except for certain Firefighters who may carry over no more than a total of 403 hours. On the first day of January, the annual leave balance of any employee that exceeds 288/403 hours will be reduced to 288/403.

If you leave the County after six (6) months of satisfactory employment, you will be paid for all unused annual leave.

### **SICK LEAVE - NON-EXEMPT (HOURLY) EMPLOYEES**

*(This applies only to employees covered under the annual and sick leave policy.)*

*Temporary and Intermittent Employees are not eligible for sick leave benefits.*

All eligible non-exempt employees will accumulate personal/family sick leave benefits at the rate of 3.42 hours per pay period except as provided below.

Part-time employees are entitled to accumulate personal/family sick leave benefits in proportion to the number of hours worked. The formula used to calculate the appropriate pro rata accumulation is:

#### **(Hours in Pay Status)**

$(\text{Standard F/T Hours}) \times 3.42 = \text{Number of Leave Hours Earned}$

Personal/Family sick leave benefits will not accrue during a leave of absence without pay. Your supervisor must approve the use of sick leave. When sick leave is to be used for a doctor or dentist appointment, you must receive prior approval from your supervisor. If you are absent due to your own illness/injury or illness/injury within your family, you are required to notify your supervisor prior to or within one (1) hour of when you were expected to report to work. Time off for maternity related purposes is treated the same as time off for a disabling illness.

Your Department/Division Director has the right to require a physician's statement regarding your illness.

Misuse of sick leave can result in disciplinary or adverse action.

### **SICK LEAVE PAY OFF - NON-EXEMPT (HOURLY) EMPLOYEES**

*(This applies only to employees covered under the annual and sick leave policy.)*

Employees with five (5) or more years of County service who properly resign, are laid off, or otherwise separate in good standing, shall be entitled to receive 20% of their unused sick leave, not to exceed 208 hours of pay.

Employees terminating prior to five (5) years of service or not in good standing shall not be eligible for payment of any unused sick leave unless recommended by the appointing

authority and approved by the County Manager. If approved, the amount shall be no more, but may be less, than provided for in the previous paragraph.

In the event an employee is separated from the County due to death, 50% of any unused sick leave balance, not to exceed 520 hours, shall be paid to the employee's designated beneficiary or estate.

Employees who meet all the requirements for retirement under the Florida Retirement System, and who retire from the County in good standing, shall receive payment for 50% of their unused sick leave balance, not to exceed 520 hours of pay. A retiree shall be deemed to be an employee, who, upon termination from County employment, commences to receive cash benefits from the Florida Retirement System.

### **WELL DAY - NON-EXEMPT (HOURLY) EMPLOYEES**

*(This applies only to employees covered under the annual and sick leave policy.)*

*Temporary and intermittent employees do not earn "Well Days".*

While the County compensates the employee who has legitimate personal and family health problems by the allowance of sick leave, the County also recognizes the value of non-use of sick leave.

A "Well Day" is a day off with pay awarded to a *full-time*, non-exempt employee who does not use sick leave during a designated six (6) month period and who are currently on the county's old sick and annual leave program. The "Well Day" must be used within the six (6) month period immediately following the period for which it was awarded. A "Well Day" may be used only with prior approval of the Appointing Authority or his/her designated representative.

### **PERSONAL LEAVE - NON-EXEMPT (HOURLY) EMPLOYEES**

Personal leave hours are those hours in which employees are absent from the job but continue to receive full pay. Personal leave is a combination of sick and annual leave hours. This program replaces the sick and annual leave programs and applies to non-exempt (hourly) positions.

#### **A. Eligibility for Accrual of Personal Leave Hours**

1. Covered employees are entitled to accrued Personal Leave with pay. Employees will be eligible to use up to 48 hours of accrued Personal Leave to cover unscheduled absences during the first twelve months of employment. The remaining Personal Leave balance may be used after completion of twelve months of continuous employment, with appropriate supervisory approval. Employees filling covered positions that are less than full time {less than 40 hours in a seven (7) day work period} shall have their accrual and usage amounts prorated based upon the number of hours they are normally scheduled to work.

2. Employees on leave without pay status shall not be eligible to accrue Personal Leave during the leave without pay period. Accruals resume on the first pay period following reinstatement to pay status.

B. *Accrual of Personal Leave*

<u>Years</u>	<u>Hours Per Pay Period</u>	<u>Hours Per Month</u>	<u>Hours Per Year</u>
0-7	7.51	17	204
8-13	8.46	19	228
14-19	9.41	21	252
20+	10.37	23	276

C. *Approval of Personal Leave*

1. Personal Leave is a benefit afforded to employees to be used as identified in Section D below.
  - a. Employees must submit a Leave Request Form to their immediate supervisor for appropriate approval before using scheduled Personal Leave. Time frames for approval shall be determined by the employee's Division Director. The Director shall make provisions each year for the minimum amount of Personal Leave required to be used by employees at such times as shall least interfere with the efficient operations of the Department.
  - b. In cases of unforeseen illness or emergencies, employees must notify their immediate supervisor prior to the start of any scheduled work period or prior to leaving their work assignment. A physician's statement as proof of illness may be required if unscheduled leave extends beyond three (3) calendar days or if the supervisor has reasonable cause to doubt the actual illness of the employee or their immediate family member. Use of unscheduled Personal Leave on a false claim of illness, injury, exposure to a contagious disease, or falsification of proof to justify such leave shall be cause for disciplinary action up to and including termination on the first offense.
2. Previous leave usage and the employee's attendance record or the Division's work demands may be grounds for denial of the use of Personal Leave.
3. Personal Leave shall be reflected on the official payroll records.
4. The Division Director's (or his/her designee's) determination regarding the scheduling and approving of Personal Leave shall be final.

D. *Eligible Uses of Personal Leave*

1. Vacation;
2. Absences for the transaction of personal business which cannot be conducted during off duty hours;

3. Holidays other than those officially designated by the Volusia County Council;
4. Absences from work not covered by another type of leave provision;
5. Absence from work due to illness or injury of the employee;
6. Absences due to illness, injury, or death of members of an employee's family not covered under the Bereavement Leave Policy;
7. Medical or dental consultation or treatment of the employee or his/her minor children;
8. Temporary disability;
9. Family and Medical Leave Act;
10. Uncovered portions of Military Leave.

E. *Minimum Use of Personal Leave*

1. Employees with at least one (1) year of service will be required to use at least 40 hours of Personal Leave annually.
2. On the first day of January of each year, Employees failing to use at least 40 hours annually shall have the balance (up to 40 hours) deducted from their accrued Personal Leave account. The employee will not receive compensation for the hours deducted.

F. *Payment of Personal Leave Upon Separation From Employment*

1. Employees may be eligible for payment of their unused Personal Leave upon separation from employment under the following conditions:
  - a. An employee has completed one (1) year of continuous satisfactory service following their original date of employment;
  - b. An employee submits a written resignation no less than 14 calendar days prior to the effective date of separation, and;
  - c. The employee is separated in good standing. Good standing shall include, but is not limited to, returning all issued property.
  - d. An employee who separates and is not in good standing will receive no more than 20% of his/her accrued Personal Leave not to exceed 224 hours.
2. Payment shall be based on the following schedule:
  - a. Less than one year of continuous service with Volusia County - 0%.



- b. One or more continuous years of service with Volusia County -100% of balance not to exceed:

824 hours	1st month of 2nd year to 7 years
1064 hours	1st month of 8th year to 13 years
1088 hours	1st month of 14th year to 19 years
1120 hours	1st month of 20th year +

- c. In the event of the employee’s death, his/her designated beneficiary shall receive 100% of the accrued leave not to exceed 1120 hours.
3. Any employee covered by this policy who is reinstated, rehired or re-employed shall not receive any additional personal leave payout in excess of an 1120 hours lifetime maximum.

G. *Holidays*

Holidays occurring while an employee is on Personal Leave or on Bereavement Leave shall not be charged against their respective leave allowance.

H. *Overtime*

Personal leave hours shall not be deemed as hours worked and will not be included for purposes of overtime calculation.

I. *Restrictions on Use of Personal Leave*

1. Personal Leave shall not be earned while an employee is on a leave without pay status.
2. Employees may not work off-duty assignments or other jobs while claiming unscheduled personal leave benefits.

**PERSONAL LEAVE – EXEMPT (SALARIED) EMPLOYEES**

*Personal Leave* are those days where an eligible, exempt employee may be absent from the job and continue to receive full salary. *Personal Leave* is earned on a bi-weekly rate based upon the employee’s length of service.

ACCRUAL TABLE

<u>Length of Service</u>	<u>Accrual Rate</u>	
1 month to 7 years	1.08 days bi-weekly	28 days annually
1st month of 8th year to 13 years	1.19 days bi-weekly	31 days annually
1st month of 14th year to 19 years	1.35 days bi-weekly	35 days annually
1st month of 20th year +	1.46 days bi-weekly	38 days annually

*Personal Leave* shall not accrue while an employee is in a non-pay status, nor may it be used prior to the time it is earned and credited.

Classified, exempt employees are required to use the annual minimum number of days identified on the Usage Table (below) or such days will be forfeited. Employees with less than one (1) year of service have a maximum number of days which they may utilize.

USAGE TABLE

<u>Length of Service</u>	<u>Days Annually Minimum/Maximum</u>
1 month to less than 6 months	0 - 3
6 months to less than 1 year	0 - 12
1 year to less than 7 years	10 - n/a
7 years to less than 14 years	15 - n/a
14 years to less than 20 years	16.5 - n/a
20 years +	18 - n/a

One *Personal Leave* day is equal to 1/10th or 10% of the employee’s bi-weekly salary. *Personal Leave* (for exempt employees) shall be used and charged at 1/2 day increments. Absences of less than 1/2 normal workday shall not be deducted from an employee’s bi-weekly pay.

Employees leaving County employment in *good standing* with at least two (2) weeks advanced notice or designated beneficiary of a deceased employee shall be compensated for 100% of accumulated *Personal Leave* not to exceed the applicable maximum rate identified on the Maximum Cash-In Table. Employees leaving County service not in good standing shall be compensated up to 20% of accumulated leave not to exceed 25 days.

MAXIMUM CASH-IN TABLE

<u>Length of Service</u>	<u>Days Maximum</u>
1 month to 7 years	103 days
1st month of 8th year to 13 years	133 days
1st month of 14th year to 19 years	136 days
1st month of 20th year +	140 days

**MAJOR FRINGE BENEFITS**

**HOLIDAYS**

The County of Volusia observes nine holidays annually:

January 1 .....	New Year's Day
Third Monday in January .....	Martin Luther King Day
March or April .....	Good Friday
Last Monday in May .....	Memorial Day
July .....	Independence Day
First Monday in September .....	Labor Day
Fourth Thursday in November .....	Thanksgiving Day
and following Friday	(2-Day Holiday)
December 25 .....	Christmas

*Temporary and intermittent employees are not paid for holidays.*

Whenever a designated holiday falls on Sunday, the following Monday is considered a holiday. When a designated holiday falls on a Saturday, the preceding Friday is observed as a holiday.

Since the County Council established the official holidays through the Merit System, the County Council can change the official holiday schedule and/or declare other days as holidays.

Holidays which occur during annual, sick or personal leave are not normally charged against leave balance (exceptions may occur in Corrections, Beach Safety, Fire Services and Public Safety). Note: An employee must be in pay status (not on unpaid leave or suspension) on the scheduled work day before and the scheduled work day after a holiday in order to be paid for the holiday. When a holiday falls at the beginning or end of a pay period, an employee must be in pay status on the scheduled work day before or after the holiday which falls within the pay period.

Part-time employees are paid straight-time for holidays on a pro rata basis by the following formula:

$$\text{Holiday Hours Paid to P/T Employee} = \frac{(\text{Standard F/T Hrs. Per Day}) \times (\text{Scheduled P/T Hrs. Per Workweek})}{(\text{Standard F/T Hrs. Per Workweek})}$$

**FLEXIBLE BENEFITS PLAN AND SPENDING ACCOUNTS**

The County offers, under Internal Revenue Code Section 125, a cafeteria flexible benefit package. The County provides a core benefit for health coverage, long-term disability and life insurance. You pay any benefits you select which exceed the core benefit with pre-tax dollars through payroll deduction.

IRS Section 125 allows employees to open an account with their employer to set aside a portion of their pay that would normally go for work related dependent care and out of pocket medical expenses not covered by the health plan with pretax dollars. You designate an amount to be withdrawn from your paycheck and placed in a flexible spending account. Flexible spending accounts can also be funded with unspent County flex dollars and with savings from the healthy lifestyle incentive. The monies are withdrawn from the account by providing claims to the County's Section 125 administrator. According to the IRS, this money must be used during the calendar year; any monies remaining in the account at the end of the calendar year will be forfeited.

## **HEALTH COVERAGE**

The County does require that all full time employees have health coverage either through the County or show proof of coverage from another source (i.e., spouse, retirement from another employer). The County medical coverage also includes a dental plan. For more information you may refer to your Health Partnership Plan Description or contact Personnel.

## **LIFE INSURANCE AND ACCIDENTAL DEATH/DISEMBLEMENT**

The County provides term life insurance equal to one (1) times your annual salary (rounded to the nearest multiple of \$1000) if you are under 70 years of age. At age 70 and over, the amount is equal to 1/2 times your annual salary rounded to the nearest multiple of \$500. You must complete the necessary enrollment forms to be covered. Part time employees receive a maximum benefit of \$5,000.

The County pays the full premium for an *Accidental Death and Dismemberment Policy* for every employee under 70 years of age. At age 70 and over, the amount is equal to 1/2 times your annual salary rounded to the nearest multiple of \$500. Each employee must complete necessary enrollment forms in order to be eligible for this insurance. If the policy must be used, there is a specified amount paid depending upon the seriousness of the accident. For full details, see your insurance booklet when issued.

## **LONG TERM DISABILITY**

The County provides *Long Term Disability (LTD) Income Insurance*. Benefits begin on the 181st day of continuous, uninterrupted disability and are equal to 60% of your basic salary up to a maximum of \$4,000 per month. Benefit proceeds are taxable and will be coordinated with other salary continuation plans. For full details, see your insurance booklet.

## **WORKER'S COMPENSATION**

As a County employee, you are covered by the *Florida Worker's Compensation Law* and are entitled to the benefits for job-related injuries. State law provides that an employee will be paid a portion of his/her wages during the temporary disability period, subject to certain exceptions. Payments are made for permanent disability or death in accordance with the provisions of Florida law.

In accordance with the Florida Statute, worker's compensation benefits begin on the 8th calendar day of disability. Generally, no compensation is provided for the first seven (7) calendar days of disability, but employees may use available personal, sick or annual leave to supplement compensation.

## **EMPLOYEE ASSISTANCE PROGRAM**

The *Employee Assistance Program (EAP)* is a County sponsored confidential counseling service provided to employees and members of their immediate family. Eligible employees and/or their dependents receive counseling at no charge from *EAP* counselors. Extended treatments are subject to a nominal fee or referred to the employee's health plan. *EAP* offers a confidential, 24 hour hotline for drug and alcohol dependence, depression, anxiety, financial problems, marital and legal problems. The counselors at the *EAP* will help diagnose a problem, then help you find the answers you need. Employees found to be abusing controlled substances may be referred to the *EAP* on a mandatory basis for assessment and treatment. For more information, contact your supervisor, or Personnel/Risk Management.

## **HEALTH AND WELLNESS PROGRAM**

Employees are encouraged to develop and maintain a healthy lifestyle. To assist in this goal, the County sponsors programs to promote physical fitness and early detection of health problems. Services range from stress management training, and blood pressure screenings to fitness programs such as walking and stretching classes during lunch breaks and after work hours.

Those employees who meet certain physical criteria (e.g., weight, non-tobacco use, cholesterol levels) may be eligible to receive the County's *Healthy Lifestyle Incentive* which awards additional Flex Dollars to cover benefits premiums or to set aside in a flexible spending account.

Employees interested in aerobic conditioning and weight training can take advantage of the County's fully equipped Wellness Centers located in the east side and west side administration centers and other satellite locations. With proper identification and authorization, the Wellness Centers are open to County employees 24 hours a day, seven (7) days a week.

Everyone is urged to take advantage of the annual *Health, Wellness and Benefits Fair*. The *Fair* provides employees the opportunity to meet with health care vendors to discuss their benefits and receive free health screenings such as vision and hearing testing.

## **PARTIAL TUITION REFUND PROGRAM**

The County encourages you to improve your job-related skills through enrollment in courses offered by accredited educational institutions.

If you have completed six (6) months of full-time employment, you may be eligible to participate in the *Partial Tuition Refund Program*. Simply submit an application through your supervisor to Personnel requesting reimbursement for a portion of the course costs. Reimbursement will not be authorized until the application is approved by Personnel.

**Your application must be received in Personnel at least two weeks (14 days) before the start of the course.** If your Department/Division Director attests that the course is job-related or a degree requirement and Personnel concurs, and if budgeted funds are available, then your application will be approved for a specified reimbursement amount. A maximum of \$1,250 per fiscal year may be approved for any one employee.

You will be reimbursed upon submission of grades indicating satisfactory completion of the course and evidence of payment. Applications, policies and procedures are available from Personnel or on the Employee News Network.

## **RETIREMENT PLAN**

Each payday, the County sets aside additional money based on a percentage of your salary toward your retirement pension. Payments are made to a branch of the State Government who manages the retirement fund and program. Employees of the County are members of the "*Florida Retirement System*" established by the Florida State Legislature in 1970.

Since this government retirement system is Statewide, you may receive credit for the time in which you have worked for other *Florida Retirement System (FRS)* employers.

See your FRS Handbook or the Employee News Network for details.

## **OPTIONAL EMPLOYEE BENEFITS**

### **DEFERRED COMPENSATION PLAN - 457**

Deferred compensation is a way for an employee to set a portion of his/her salary aside for retirement purposes.

If you choose to enroll in the *Deferred Compensation Plan*, you will not pay federal income tax on the portion of your salary which you set aside - until that future date when you finally withdraw it from the *Deferred Compensation Plan*.

The County's role in *Deferred Compensation* is limited to informing you about it and providing payroll deductions as a means for you to participate.

An employee interested in obtaining further information about the *Deferred Compensation Plan* should contact Personnel.

### **VISION CARE, DENTAL, CANCER AND TERM LIFE INSURANCE**

Vision care, additional term life insurance, and cancer insurance are also available as optional employee benefits. Additional dental coverage is also available. Contact Personnel for more information.

### **SHORT TERM DISABILITY**

Short Term Disability Income Insurance is available. In order for you to obtain STD benefits, you must apply and authorize a payroll deduction. Benefits are equal to 60% of your basic salary excluding overtime and any other income to a maximum weekly limit as defined in the policy. Benefits begin after all leave is exhausted or 15 days from the first day of disability, whichever is greater. Short term disability is payable up to the day benefits become payable under long term disability. STD benefit proceeds are non-taxable.

### **SAVINGS BONDS**

If you would like to purchase *United States Savings Bonds*, you can authorize a deduction from each paycheck for this purpose. Application and interest rate tables are available upon request from the benefit section of Personnel, or access [www.savingsbonds.gov](http://www.savingsbonds.gov).

### **CREDIT UNION**

The County has made arrangements so that employees can authorize bi-weekly payroll deductions to deposit money and repay loans to a private credit union. In addition to checking and savings accounts, automated teller machine service is available.

Credit unions are owned by their members and are not government groups. Policies regarding membership eligibility, nominal membership entrance fees, establishment of savings account, payment of dividends, and conditions for borrowing funds are set by each lending institution.

### **EMPLOYEE PERSONAL COMPUTER PURCHASE PROGRAM**

The County offers employees the opportunity to finance a personal computer through payroll deduction. You may qualify for the program after you have been continuously employed for six (6) months *following completion of your initial probationary period*. Applications and information on eligibility, selecting computers, software and vendors are available, in Personnel. You must put 10% down at the time you sign the loan papers and depending on the amount, you can finance the balance for a maximum of two (2) years.



# CHANGING JOBS

## **PROMOTIONS AND TRANSFERS**

You may want to move to a higher level position because it pays more; or you may want a certain position because it is an entry to a desired career. Whatever your reason, planning and preparation are needed to secure a different position.

It is important to know that you can only be selected to fill a position that is vacant. This means that even if your supervisor agrees that you are able to do higher level work, he/she does not have the authority to assign you the position title and the pay that goes with the higher level work. You must formally apply for, and be selected to fill a vacant position.

You may apply for any position for which you have the necessary background and experience. Copies of position announcements are available in Personnel, on the Employee News Network Personnel webpage, the county jobline, and at [www.volusia.org/personnel](http://www.volusia.org/personnel).

If a position is an internal promotion (within each department or departments countywide), announcements will only be "in house" and will list eligibility requirements such as qualifications and experience, type of work, and evaluation process. Selection may be made by a variety of examining devices including but not necessarily limited to: assessment of training, education and work experience; written, oral or performance tests; and/or oral interviews, singularly or in any combination. Internal promotional examinations shall be open to any employee *with status* in the classified service who meets the qualification requirements for the class for which the examination is being given.

If a position is to be filled on an open competitive basis, it will be widely announced. Personnel generally notifies the Florida State Employment Service of the opening, advertises in one or more weekend newspapers, and may e-mail/mail announcements to over 100 organizations and agencies.

Current vacancies are announced on the Volusia County job line and on the Employee News Network. To access this information 24 hours a day, 7 days a week, call extension 5921 or 736-5921/254-4607/423-3319, or visit our web page at [volusia.org](http://volusia.org). Announcements are also posted at Volusia County libraries where applications are available.

Contact Personnel to learn about career counseling services or to get more information on how to compete for a vacant position.

## **YOUR OBLIGATIONS**

### **REPORTING ABSENCE FROM WORK**

Use of sick leave, annual leave and personal leave must be authorized by your Department/Division Director or their designated representative. Whenever the situation permits, you should secure prior approval for the use of personal/sick leave benefits from your immediate supervisor. If prior approval is not possible, you should, barring any mitigating circumstances, notify your immediate supervisor, Division or Department Director prior to or within one (1) hour after the time established for your work day. Employees working in organizations which operate on a 24-hour basis must notify their appropriate supervisor within the time limit established by their Director.

### **CODE OF CONDUCT**

Florida Statute 112 on Code of Conduct and the County Merit System Rules and Regulations apply to County employees. No County of Volusia employee shall disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or for the benefit of others.

No employee shall have or hold any employment or contractual relationship with any business entity, of agency which is subject to the regulation of or doing business with the County of Volusia. This excludes those organizations and their officers whom, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the County of Volusia. Nor shall any employee have or hold any employment or contractual relationship that will create a conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of his/her public duties.

No County employee shall have personal investments in any enterprises, which will create substantial conflict between their private interests and the public interest.

When employees of the County have any doubt as to the application of this policy as it relates to them, they should discuss the matter with the Personnel Director.

### **GIFTS AND GRATUITIES**

As a County employee, you may not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom you have official relationships or business concerning County government. It is particularly important that you guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

These limitations are not intended to prohibit your acceptance of articles of negligible value which are distributed generally, or to prohibit you from obtaining loans from regular lending institutions.

## **OTHER EMPLOYMENT (“MOONLIGHTING”)**

Accepting employment during your off-duty hours in addition to your County work is not encouraged, but is not prohibited. You are reminded, however, that your County job is primary and the outside job should not interfere or conflict with your County work and interests. Outside employment must be approved by your Director. Disapproval may be appealed through the grievance procedure.

## **EMPLOYMENT OF RELATIVES**

Approval will not be granted for the employment, promotion, or transfer of an immediate family member, or an employee or other relative of the employee's household, to a position where a relative will be directly supervising or influencing the activities of that employee.

## **SOLICITATION**

Employees, salespeople, canvassers, and other persons not employed by the County are not allowed to conduct business or solicit contributions or memberships during the employees' work time or in the work area.

## **PERSONAL USE OF COUNTY PROPERTY PROHIBITED**

Employees are expected to handle County equipment and supplies with reasonable care and to observe proper safety precautions. Personal use of County vehicles, computers, telephone, cell phones, tools, stationary, postage, equipment and the SUNCOM system for personal telephone calls is not permitted and may result in discharge, prosecution, or both, or other disciplinary action.

## **PERSONAL BUSINESS**

Employees may not use a County work location as a personal mailing address. Personal business should not be conducted at work.

## **PERSONNEL RECORDS**

You are responsible for providing Personnel with information on change of your name, address, phone number, number of dependents, or any other personal data. Updated information is necessary for proper processing of social security deductions, health benefit records, and retirement information.

Employees may inspect their personnel file at any time. You are entitled to obtain copies of any document placed in your personnel file. Because we are a public agency, your personnel file may be inspected by the public at any time.

It is important for you to know that your personnel records include documents which fall within the scope of the Public Records Law (Florida Statutes, Chapter 119) and, are subject to public disclosure and public inspection without your authorization.

## **SMOKE FREE WORKPLACE**

Volusia County Government is a smoke free workplace.

Smoking in any public building/facility, county vehicles or in any non-designated areas is strictly prohibited.

## **INJURIES AND ACCIDENTS**

All employees must report hazardous working conditions and any injuries that occur on the job to their supervisor without delay.

Supervisors must submit a notice of injury report to Risk Management immediately; or within 24 hours of the accident. Forms may be obtained on ENN, at Personnel's website, or by contacting Risk Management.

Employees with serious injuries or those occurring after normal office hours should report to the nearest emergency medical facility. If additional treatment is necessary, or if initial treatment is non-emergency, employees should contact Risk Management for referral to an approved treatment facility.

If the injury results in lost time from work, the employee must present a physician's certificate releasing the employee to return to work. The certificate must list any restrictions on work or state clearly that the employee may perform all job duties.

# YOUR RIGHTS

## **NO HARASSMENT POLICY**

The County of Volusia does not and will not tolerate harassment of employees. The term “harassment” includes, but is not limited to slurs, jokes, cartoons, and offensive verbal, graphic, and physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, or disability. “Harassment” also includes unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome or offensive touching, and other unwelcome verbal, graphic, or physical conduct of a sexual nature.

If you feel that you or someone else is being harassed by a co-worker or by a member of the public, you should notify your supervisor or manager immediately. If you are not comfortable bringing a complaint regarding harassment to your immediate supervisor or another manager in your chain of command, you should contact the Personnel Division or the County Attorney’s Office.

Supervisors and managers are instructed to take immediate action to ensure that employees are not subjected to any form of sexual or other forms of unlawful harassment or intimidation and to give proper and serious attention to any complaint. Please do not assume that the County, or your manager, is aware of your problem. You must bring your complaints to our attention so that they can be resolved as soon as possible.

## **EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT**

The Equal Employment Opportunity Coordinator is located in the Personnel Division. One of his/her responsibilities is to investigate allegations of illegal discrimination.

If you feel you may have been illegally discriminated against, you should first contact your supervisor. If your supervisor’s answer does not satisfy you, you should contact your Division Director or your Department Director. If the answer you receive from your Department Director still does not satisfy you, or if someone in the chain of command is the alleged harasser, you should contact Personnel for further assistance or to register an official complaint.

Sexual harassment in the workplace is sexual discrimination and is against the law and County of Volusia policy. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; and/or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; and/or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

An individual who feels he/she is a victim of sexual harassment should first tell the individual that the behavior should cease. If the behavior persists, the individual should contact his/her supervisor. When this is not possible or feasible, the individual should contact the supervisor's supervisor and/or Personnel, or use the grievance procedure.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

Effective August 5, 1993, the FMLA provides for a total of 12 weeks of leave during each calendar year. This is for County employees who have worked for a minimum of one (1) year and for a minimum of 1250 hours during the year preceding the start of the leave (known as the "Family Leave Policy").

Family leave can be taken for the birth or adoption of a child, placement of a child in foster care, or to care for a spouse, child or parent with a serious health condition, or due to the disabling illness of the employee.

A serious health condition is defined as an "illness, injury, impairment of physical or mental condition" that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. Where the condition involves the employee, the term means a condition that makes the employee unable to perform the functions of his or her position for a period of more than three (3) **consecutive** calendar days (i.e., inability to work, attend school or perform other regular daily activities).

However, included are certain episodic or chronic conditions which do not normally last more than three (3) days or require a visit to a health care provider for each absence. Specifically, any period of incapacity due to the following will constitute a serious health condition:

**Pregnancy or prenatal care** (e.g., severe morning sickness). A health care provider visit is not necessary for each absence.

**Episodic or chronic conditions** (e.g., asthma, diabetes, epilepsy). A health care provider visit is not necessary for each absence.

**Permanent or long term conditions** for which treatment may not be effective (e.g., Alzheimer's, severe stroke, cancer). Health care provider supervision, not active treatment, is necessary.

**Absences to receive multiple treatments** for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation for cancer, dialysis for kidney disease, and physical therapy for severe arthritis).

This does not apply to conditions that ordinarily are not serious health conditions (e.g., the common cold or the flu) and treatments that do not qualify as a regimen of continuing treatment (e.g., taking over the counter medications).

Spouse, child or parent is defined as:

1. Husband or wife as recognized under State law for purposes of marriage.
2. Biological, adopted, foster child, legal ward or a child of a person standing "in loco parentis", who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical ability".
3. Biological parent of an individual who stands or stood "in loco parentis" to an employee when the employee was a child. This term does not include parents "in law".

## **PROCEDURE**

1. An employee must have worked for the County for one (1) year and a minimum of 1250 hours during the year preceding the start of the leave.
2. When possible, employee should give 30 days written notice before anticipated leave start date.
3. An employee must first use all accrued personal, sick and annual leave within the 12 week period. After all leave has been utilized by the employee, the status changes to unpaid leave of absence for the remaining time left in the twelve week period. Leave in connection with the birth or placement of a child for adoption or foster care must be taken within one (1) year of the birth or adoption to be considered under the coverage of the act.
4. If both husband and wife work for the County, only one 12 week family leave without pay will be approved in a 12 month period.
5. An employee who goes on unpaid family leave continues to be responsible for paying dependent health care premiums and non-health group insurance premiums (i.e., dental insurance, vision insurance, etc.).
6. If a family leave request is due to a serious health condition or serious illness, the County will request certification from a health care provider. These certifications must be provided to the County by the employee within 15 calendar days. Certification to include:
  - a. Date on which serious health condition began;
  - b. Its probable duration; and
  - c. The appropriate medical information from the health care provider regarding the condition;

- d. Where certification is for leave to care for a family member, in addition to the above items, it must also state that the employee's care is needed and for how long.
- e. Where leave is taken because of the employee's own serious health condition, the certification must state that the employee is unable to perform the functions of the employee's position.

The County may request a second opinion to be paid for by the County. ***This certification will need to be updated every four (4) weeks with Personnel.***

- 7. If the leave is due to a serious health condition or illness of the employee, he/she must provide a fitness for duty statement from their attending physician before returning to work. If the employee does not produce a fitness for duty certificate or new medical certification, the employee may be terminated at the conclusion of the FMLA leave.
- 8. If a County employee does not return to work for a period of 30 calendar days or more following family leave without pay (which is a non-health related reason), the employee is responsible for reimbursing the County for group health premiums paid on his/her behalf during the leave. FMLA allows recovery of premiums, they are debt owed by the non-returning employee to the employer (who can take legal action or deduct the amount from sums owed the employee, e.g., unpaid wages).

If the County employee does not return to work for a period of 30 calendar days or more because of the continuation, recurrence or onset of a serious health condition, either their own or that of a family member or because of other circumstances beyond the employee's control, the employee is not responsible for reimbursing the group health insurance premiums paid on his behalf.

- 9. An Employee who takes family leave will be entitled to return to his/her position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. If an employee voluntarily accepts a light duty assignment instead of continuing FMLA leave retains, for a period of 12 weeks, the right to restoration to the original or equivalent job. The 12 weeks include FMLA leave already taken and the period in the light duty job. The department is not obligated to provide light duty jobs.
- 10. An employee will not accrue any seniority or employment benefits during any period of unpaid leave.

## **COBRA**

Under the *Consolidated Omnibus Reconciliation Act*, employees who leave County employment may continue their health insurance coverage at the group rates plus 2% administrative fee. Other events such as divorce or the ineligibility of a child to qualify as a dependent are covered under this *Act*. For more information, you may refer to your health plan's summary plan description.



## **HEALTH INSURANCE PORTABILITY AND ASSURANCE ACT (HIPAA)**

Under HIPAA, employees' privacy with respect to certain health information is protected. Any information which employees may provide for the administration of the health plan is kept separate from any employment records or files.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The *ADA* prohibits employers from discriminating against qualified persons with disabilities. Persons with disabilities do not receive employment preference, but must be considered for selection fairly on the basis of their abilities not their disabilities. It also includes a requirement that employers make reasonable accommodation to known physical or mental impairments of an otherwise qualified applicant or employee, unless the employer can demonstrate that it would cause an undue hardship.

The *ADA* defines a physical or mental impairment as any physiological disorder, condition, cosmetic disfigurement, anatomical loss affecting one or more body systems, or any mental or psychological disorder. In order to be covered under the *ADA*, the impairment must substantially limit a major life activity; (e.g., caring for oneself, work) and/or significantly restrict the condition, manner or duration an individual can perform a major life activity.

## **COMPLAINTS**

A complaint is a statement of employee dissatisfaction about some employment action. Complaints are usually made to the immediate supervisor and dealt with informally.

A grievance is an unresolved complaint about your working conditions or about relationships with your supervisor or with other employees and is a more **formal** procedure. The main purpose of the grievance procedure is to determine what is right, rather than who is right.

## **GRIEVANCES**

- Step 1:** You should first discuss your grievance with your immediate supervisor within 10 working days of its occurrence. He/she should give you a written answer within five (5) working days.
- Step 2:** If your grievance is not resolved by your immediate supervisor to your satisfaction, within 10 working days of your supervisor's written reply, you may submit the matter to your Division Director. He/she should provide you an answer, in writing, within seven (7) working days.
- Step 3:** If you are not satisfied with the answer you receive from your Division Director, you should submit the grievance to your Department Director in writing within five (5) working days. The Department Director will, within seven (7) working days, produce a written decision which will state the problem, the applicable policy and the decision. Copies of the Department Director's decision are forwarded to you, as well as to your Division Director, your supervisor, and Personnel.

**Step 4:** If you are still unsatisfied with the decision, you have recourse to one more action. You may submit the grievance, within five (5) working days, in writing to the County Manager. The County Manager or designee shall reply to the grievance within 10 working days of the receipt of the grievance or submit it to the Personnel Board for investigation. The County Manager has five (5) working days, after the recommendation of the Personnel Board, to reply unless a longer period is mutually agreed upon.

## **APPEALS**

Appeals are heard by the County Personnel Board - a group of Volusia County citizens appointed by the County Council.

Hearings before the Personnel Board are conducted informally in accordance with the procedures established by the Board. After reviewing a case, the Personnel Board transmits its advisory opinion to the County Manager. A final and binding decision is then rendered by the County Manager.

An employee may appeal the severe disciplinary actions of reduction in pay, demotion, suspension without pay, or dismissal. Demotions resulting from organizational changes, reductions in force because of lack of funds, rejections of probation, classification studies, the voluntary initiative of an employee and separations due to absence without leave, loss of license or inability to comply with some job requirement, disability, expiration of limited term or grant term appointment and termination by certification are not adverse actions for disciplinary reasons and are not appealable to the Personnel Board as such. Separations during the probationary period for original entrance appointments may not be appealed.

An employee who desires to appeal must file a written request to the Personnel Director at the Thomas C. Kelly Administration Center, 123 W. Indiana Avenue, Room 304, DeLand, FL, 32720-4607. If appealing a severe disciplinary action, the request must be made within 10 days of delivery or mailing to the employee of the written notice.

## **ANTI-RETALIATION POLICY**

No County employee shall be discharged, disciplined, demoted, transferred, reassigned, denied promotion, transfer or reassignment, be subject to any personnel action which might otherwise be considered a punitive measure, or otherwise discriminated against in regard to his/her employment or appointment, or be threatened by any such treatment by reason of his/her exercise of the rights granted by the Merit System, County or Departmental policies or by State or Federal laws.

Any employee who believes that they have been a victim of retaliation for exercising any or all of their rights, should immediately report such activity through use of the Grievance Procedure or to the Personnel Director.

## **POLITICAL ACTIVITY**

You are encouraged to exercise your rights as a citizen, which includes holding membership in and supporting a political party, voting as you choose, expressing your opinion on all political subjects and candidates, attending political meetings, and maintaining political neutrality, if desired.

However, as an employee of the County, you are not permitted to be a candidate for political office or to hold political office. Also, to avoid conflicts of interest, you may not take part in the management, affairs, or political campaign of any candidate during your work hours.

## **COMPLIANCE WITH APPLICABLE LAWS**

The County of Volusia and its agents intend to comply with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave, equal opportunity, and other terms and conditions of employment. If you have any questions about a particular policy or its interpretation, please contact your immediate supervisor or the Personnel Office.

## **PERSONNEL DIVISION**

*The Personnel Division is responsible for administering many personnel programs, and acts as a resource to all employees. Your official personnel file and all information concerning your employment are located in the Personnel Division. Personnel Division staff are always available to answer your questions regarding personnel rules and regulations, your rights and responsibilities, and other aspects of your employment about which you have questions or concerns.*

### **EMPLOYEE DEVELOPMENT AND TRAINING**

In cooperation with County management and Department/Division directors, the Personnel Division is committed to fostering and promoting programs of employee development by providing training for the purpose of improving the quality of service rendered to the public and equipping employees with the skills and abilities needed for advancement in County service.

See Personnel's webpage on ENN or your supervisor for more information on employee training opportunities.

### **CHANGES IN PERSONNEL RECORDS**

To keep your personnel records up to date, please notify Personnel of any change of name, address, phone number, marital status, number of dependents, or other applicable information.

# LEAVING COUNTY EMPLOYMENT

## **RESIGNATION**

An employee shall normally give at least 14 calendar days notice prior to the effective date of resignation. At the time of resignation, you should arrange with your supervisor to turn in any County property including keys and identification cards.

You should contact Personnel regarding possible continuation of certain benefits. You will be asked to provide a forwarding address so your W-2 form can be mailed to you in late January.

Failure to provide proper notice could influence your chance for future employment with the County.

Employees who resign or are terminated should refer to the applicable personal leave policy for pay off.

## **EXIT INTERVIEW**

An employee who separates from the Volusia County Government, will be given a chance to critique and give valuable information about the County. Upon separation, Personnel will mail each employee, who was in a status position with the County, an exit interview form. Please take the time to complete the form. The information provided about yourself will remain confidential and will in no way become a part of your personnel file or affect future employment opportunities with the County. Your candid responses will assist us in evaluating the County as an employer.

— NOTES —

— NOTES —