



**City of Miramar
The ABC's of City Employment**

Adopted February 2007

The ABC's of City Employment

About The ABC's

The following pages contain information regarding many of the policies and procedures of The City of Miramar (the City). This is not an employment contract and is not intended to create contractual obligations of any kind for the City or the employee.

The policies and procedures outlined in the ABC's will be applied at the discretion of The City, which reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

The City of Miramar values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and The City alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Human Resources Career Center.

The ABC's of City Employment

Table of Contents

EMPLOYMENT PRACTICES	1
At Will Employment.....	1
Right to Work	1
Equal Employment Opportunity.....	1
Sexual and Other Unlawful Harassment.....	1
Immigration Law Compliance	2
Criminal Convictions.....	2
Criminal Background Check & Driving History	2
Standards of Conduct.....	3
Personnel File	4
HIRING, PROMOTIONS, SALARY.....	4
Classified Civil or Merit System	4
Orientation	4
Probation Period.....	4
Starting Salary	5
Salary Increases	5
Longevity Increases.....	5
Merit Increases.....	5
Anniversary Date	6
Promotional Opportunities / Employment Examinations.....	6
Job Announcements.....	6
Job Hotline	7
Student Positions.....	7
Performance Reviews	7
Performance Improvement Plan	7
Progress Reports	7
Pay Day.....	8
Paycheck Stubs	8
Overtime	8
Employment of Relatives	8
Conflicting Outside Employment or Enterprise.....	8
GENERAL POLICIES & PROCEDURES	9
Holidays.....	9
Vacations	9
Employee Recognition.....	9
Training & Development Programs	10

The ABC's of City Employment

Flextime Scheduling	10
Voting	10
Reporting Changes	10
Drugs and Alcohol.....	10
Employee Prescription Disclosure	11
Violence & Weapons	11
Driver Authorization / Use of City Vehicles	11
Unsafe Conditions / Injuries	11
Smoking	12
Personal Mail.....	12
City Property	12
Identification Badges	12
Searches	12
Whistle Blower Protection.....	12
Sunshine Law / Public Records Exemption	13
HIPAA – Health Insurance Portability and Accountability Act.....	13
Forced Closings and Severe Weather Disaster Plan	13
Union Representation	13
Personal Property	14
Expense Reimbursement	14
Food and Beverages.....	14
Workplace Attire.....	14
Telephone Use	14
Voice Mail and Electronic Mail	14
Leave Policies	15
General Leave Policies.....	15
Personal Leave without Pay.....	15
Job (Position) Basis Leave.....	15
Educational Leave	16
Sick Leave.....	16
Sick Leave Donation.....	16
Family and Medical Leave Act – FMLA.....	16
Family Illness Leave.....	17
Jury Duty and Civil Leave.....	17
Military Duty	17
Bereavement Leave	17
Public Office – Leave of Absence	18

The ABC's of City Employment

Employee Benefits	18
Benefits Eligibility	18
Open Enrollment	19
Opt Out Incentive	19
Health Insurance	19
Dental Insurance	19
COBRA	20
Employee Assistance Program - EAP	20
Life Insurance	20
Accidental Death and Dismemberment Insurance	20
Voluntary Term Life Insurance for Employees & Dependents	20
Long Term Disability.....	21
Medical Flexible Spending Account	21
Dependent Care Flexible Spending Account.....	21
401(a)	21
Deferred Compensation - 457	21
Child Care Discount Program	22
Tuition Reimbursement.....	22
Workers' Compensation.....	22
Long Term Care	22
Payroll Direct Deposit.....	22
Disciplinary Policies	22
Grievances, Appeals from Discipline, or Resolution of Complaints	22
Discipline	23
Corrective Action	23
Separation Policies	23
Termination	23
Resignation of Employment	24
Job Abandonment.....	24
Reduction in Force	24
Retirement.....	24
Exit Interviews.....	24
Return of City Property.....	24

The ABC's of City Employment

Miramar: A great City with great staff. Miramar is over 50 years old from humble beginnings. The City has grown to become one of America's fastest growing Cities. Our 111,000 residents are diverse in background but common in finding a welcoming City with a dedicated staff.

The ABC's of City Employment

EMPLOYMENT PRACTICES

Love of Public Service – City employment exists to serve residents of Miramar. All employees have the chance every day to help others and to make the City a great place to live, work and play. Demonstrate that commitment to serve every day with a positive attitude about the City, your work and yourself.

At Will Employment

The City of Miramar does not offer tenured or guaranteed employment. Unless the City has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by The City at any time, including after the evaluation period.

Right to Work

The State Constitution established Florida as a right to work state. This means that no one can deny or abridge a person's rights because of membership or non-membership in a labor union. In other words, employees have the right to join or not join unions.

Equal Employment Opportunity

The City of Miramar is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act.

The Americans with Disabilities Act (ADA) provides protection from discrimination in all aspects of employment and for reasonable accommodations for qualified individuals with disabilities. This compliance program is administered by the Human Resources Career Center. A guide for employees on ADA is available to new employees, Department HR Liaisons, HR Officer and can be found on The City of Miramar's intranet.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Sexual and Other Unlawful Harassment

Employees should be able to enjoy a work environment free from all forms of discrimination including sexual harassment. It is against the policies of The City of Miramar for an employee to harass another person because of the person's gender, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

The ABC's of City Employment

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore, interferes with work effectiveness. It is against the policies of The City of Miramar for an employee to sexually harass another person. 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; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

The City of Miramar will take prompt investigatory remedial action in response to employee complaints of sexual harassment. Questions regarding this policy or a specific situation should be reported to the HR Intern.

All complaints of harassment will be promptly investigated regardless of a person's position with the City. Complaints will be thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

Immigration Law Compliance

The City of Miramar does not hire anyone who is not a citizen of the United States, or is not a non-citizen who is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Criminal Convictions

As part of the City's effort to maintain a safe work environment, all employees are required to disclose any felony or misdemeanor conviction or plea of nolo contendere (no contest) to the Director of the department in which they work within five working days of the date of conviction or a plea of nolo contendere. Failure to comply with this requirement will constitute grounds for disciplinary action.

Criminal Background Check & Driving History

Criminal Background Checks and driving history disclosures are done in conjunction with pre-employment screening. Subsequent checks may also be conducted to help maintain a secure workplace environment.

The ABC's of City Employment

Standards of Conduct

The following list of directives represents the conduct standards for employees of the City of Miramar. The basis for these regulations is the following policy:

Every employee of the City of Miramar is expected to operate in a highly self-disciplined and respectful manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to termination.

EMPLOYEES SHALL:

1. Follow policies and written directives of the City of Miramar.
2. Use their training and capabilities to protect and serve the public at all times.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department and the City.
5. Supervisors will manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the department.
7. Keep themselves informed to do their jobs effectively and safely.
8. Be concerned and protective of each other's welfare.
9. Operate safely and use good judgment.
10. Keep themselves physically fit.
11. Observe the work hours of their position.
12. Obey the law.
13. Be careful of City equipment and property.

EMPLOYEE SHALL NOT:

1. Engage in any activity that is detrimental to the department or to the City.
2. Engage in a conflict of interest to the City or use their position with the City for personal gain or influence.
3. Fight, threaten or bully.

The ABC's of City Employment

4. Abuse sick leave.
5. Steal.
6. Use alcoholic beverages, debilitating drugs, or any controlled substance, which could impair their physical or mental capacities while on duty.
7. Engage in any sexual activity while on duty.

Personnel File

The City of Miramar keeps personnel files on each of its employees. Human Resources manage these files. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

An employee may view his or her personnel file by contacting Human Resources during normal business hours. No employee may alter or remove any document in his or her personnel file.

HIRING, PROMOTIONS, SALARY

Classified Civil or Merit System

The City of Service Miramar's Classified Civil Service or Merit System covers most positions in The City of Miramar. This is a consistent and competitive personnel system with written rules and regulations providing for job-related decision-making in such matters as hiring, promotion, discipline, and grievance handling for covered employees.

Some classification series are designated as Block Budgeted by the Human Resources Career Center. Block budgeting allows incumbents, who are occupying entry-level positions and who are performing the duties of a journey level professional, to be promoted non-competitively to the classification for journey level professionals in that classification series.

Orientation

The new employee is mandated by way of the acceptance of employment with the City to attend an employee orientation. The purpose of this orientation is to familiarize the new employee with the City's departments, organizational makeup, policies and other pertinent information that will be helpful to the employee's transition into the City.

Probation Period

All appointments to the classified civil service system shall be subject to satisfactory completion of a probationary period. Probation is a limited period of "at will" employment which is part of the selection process for any appointment. The probation period gives employees time to adjust to new duties and The City of Miramar to determine if this is the right job situation for them. A

The ABC's of City Employment

probationary period is a year for all appointments made for outside candidates. All appointments made by promotion, transfer or by reassignment shall be subject to a six-month probationary period. If it is decided that the employee is not suited to the job, or his/her performance does not meet minimum standards, or his/her conduct is unsatisfactory, the employee may be terminated without the right to appeal or hearing, except that rejection of probation shall not be based on unlawful discrimination. Employees must successfully complete their probationary period to attain certain rights in their position, such as access to the grievance procedure for disciplinary actions. Further, the ability to complete probation ties into the ability to continue satisfactory job performance.

Starting Salary

The starting salary for a new appointment is usually the minimum of the range for the job classification.

Salary Increases

Salary increases may be based on supporting documentation of significant additional job duties, an outstanding evaluation or a promotion.

An employee who is temporarily promoted to a higher classification due to resignation, termination or promotion of the employee occupying that higher classification, shall receive retroactive (to the start date) seven and a half percent (7.5%) salary increase, or the minimum pay rate for the new classification (which ever is higher). This will be executed for the entire period of time that the employee works in that higher classification and if the individual is in the position 30 days or more. This type of promotion will ordinarily occur during the process of filling the vacated position.

Longevity Increases

The City of Miramar does award salary increases based on longevity.

Merit Increases

Most employees are eligible for merit increase consideration unless they or their positions are excluded by ordinance, act, statute, or labor contract. A merit increase is not an entitlement. Consideration for merit increases is usually annual and takes place as part of the performance evaluation process. The amount of merit increase is based on the employee's performance rating and funding approved by The City of Miramar Commission in the annual Compensation Plan or applicable labor agreement. Contact the Human Resources Career Center for further information.

The ABC's of City Employment

Anniversary Date

Anniversary date means the date an employee begins employment and the same date in following years unless the anniversary date is adjusted consistent with these Rules and Regulations. For the purposes of merit increases, the anniversary date is the date one year from the effective date of an employee's last regular merit increase, change in classification, promotion, or demotion unless the anniversary is adjusted and consistent with these Rules and Regulations. For other purposes, such as longevity, anniversary date refers to an employee's date of hire into a full-time position.

Promotional Opportunities / Employment Examinations

The City of Miramar supports career advancement by encouraging employees to participate in exams for which they may qualify. Success in an employment exam means one's name is placed on an eligibility list, in rank order, for consideration for vacancies in that job classification during the life of the list. Promotional job announcements are distributed to all City agencies.

Open competitive examinations are prepared and conducted under the direction of the Human Resources Director. Examinations are impartial and job related, designed to fairly test the ability, knowledge and skills of the applicants to effectively perform the duties of the position to be filled. Employees may be allowed to participate in City employment examinations during working hours, subject to approval, without loss of pay.

Upon an offer of employment, some employees are required to undergo and pass medical and drug-screening procedures required by the City. They may also be required to undergo special City-paid medical examinations when they appear to be unable to fully perform their duties because of health reasons or when there is reason to believe performance is impaired because of the influence of drugs or alcohol. A medical exam may be required when an employee is appointed to another classification. Certain jobs also require periodic occupational medical exams. For more information, contact Risk Management.

Job Announcements

The City of Miramar encourages employees to seek career advancement or to explore opportunities in other careers in The City of Miramar. Most Civil Service vacancies are advertised in local newspapers. Employees also receive notice of job opportunities from job announcements issued to all City departments each week. Below are the types of announcements.

Open Competitive - Anyone may apply.

Promotional – Criteria will be specified by the recruitment plan submitted by the Department Director.

The ABC's of City Employment

Job Hotline

The job hotline is a recording that lists all the job classifications for which employment applications are currently being accepted and can be accessed by calling 954-602-3800, press #1. Open recruitments are also accessible in the Human Resources Career Center, 2300 Civic Center Place, First Floor Miramar, Florida 33025 or on The City of Miramar website, www.ci.miramar.fl.us.

Student Positions

The City employs students who are enrolled in state licensed schools and who are at least 16 years of age for job classifications for which they are found to be qualified. Student concession attendants and student lifeguards are employed at various city locations. Various departments use other student classifications and openings are announced periodically.

Performance Reviews

Most employees receive a formal written appraisal of their work performance prior to completion of their probation period and annually thereafter. The performance appraisal is intended to inform employees on their progress in their performance and how they can improve their work performance. The performance appraisal is the basis of recommendation for merit increases. Contact Human Resources for more information.

Performance Improvement Plan

The Performance Improvement Plan is utilized when a below average scoring is tabulated on an employee's evaluation form. This plan will serve to give the employee a plan of action for their development. The benefit of the plan is illustrated as it is reviewed on an annual basis at the employee's next evaluation. The employee can request a *6-month* interval review to assess their performance. Although, this performance improvement plan is preempted by a below average score the ability to provide a plan for the employee serves to build on the employee's development and progress within The City of Miramar.

Progress Reports

A department director, manager, supervisor, assistant city manager or the City Manager may, if he/she desires and if he/she believes it necessary, evaluate an employee other than at the time of the anniversary date. This serves to recall an account of the employee's performance in his/her duties. A record of this report will be included on the employee's evaluation and will be available in the employee's personnel file.

The ABC's of City Employment

Pay Day

Once established in a pay cycle, employees can expect to receive a paycheck for time worked every other Thursday and Wednesday if you are enrolled in direct deposit. Full time employees are paid for time worked during the pay period. Part time employees are paid one cycle behind full time employees. Arrangements for DIRECT DEPOSIT of payroll checks are initiated through the Human Resources Career Center.

Paycheck Stubs

Your paycheck stub gives you valuable information about your pay, deductions and leave balances. If you are unsure about any information therein, contact the Department's Payroll Liaison with your concerns.

Overtime

Employees in classes that are not exempt from the overtime provisions of the Fair Labor Standards Act will receive overtime pay in accordance with that Act and/or the appropriate collective bargaining agreement. Overtime work must be authorized and approved in advance. Limited compensatory time off may be substituted for cash payment at management's option with the concurrence of the employee. Contact the Human Resources Career Center for additional information.

Employment of Relatives

Nepotism is giving relatives preference in employment or assignment because they are related to an employee by blood or marriage. The City welcomes applications from relatives of employees. To avoid possible conflict of interest or charge of nepotism, employees are asked to disclose if they have relatives working for the City. Each situation is reviewed to ensure that no conflict of interest results. Generally, employees may not work in positions that either supervise or influence the employment activity of a spouse or other family member and may not be promoted to such positions.

Conflicting Outside Employment or Enterprise

Employees shall disclose to their supervisors in writing should they engage in outside employment or enterprise which would interfere with the carrying out of their duties for the City. Please refer to the Ethics and Conflict of Interest Policy.

The ABC's of City Employment

GENERAL POLICIES & PROCEDURES

Holidays

Below is a list of standard holidays observed by the City. Please refer to your respective labor agreement.

When a holiday falls on a Saturday, the previous Friday will be observed, and if the holiday falls on a Sunday, the following Monday will be observed.

½ New Year's Day	Thanksgiving Day
New Year's Day	Friday following
½ Christmas Eve Day	Labor Day
Christmas Day	Memorial Day
President's Day	Veterans Day
Independence Day	
Martin Luther King Day	

In addition, all full-time employees shall receive Floating Holidays. The Floating Holidays must be used in the fiscal year in which it is accrued. Unused Floating Holidays shall not be carried over to the next fiscal year. The Floating Holiday will be credited on the first day of the new fiscal year.

Vacations

Benefit eligible employees begin to accrue annual leave with pay immediately upon employment. However, the eligibility to take this leave occurs after three consecutive months of City service.

Because service to the public must continue year-round, it is not possible to allow everyone to take vacations at the same time. For this reason, vacations are scheduled with Department Director approval. See The City of Miramar's Personnel Policies and Regulations Manual or respective labor contracts for more details.

At the end of the leave year (December 31), vacation leave credits in excess of the amount that can be earned in a year, shall be credited to the employee's sick leave account. Credits will be accumulated from January 1 through December 31.

Employee Recognition

The City of Miramar honors employees for achievement in the areas of employee of the year, employee of the quarter, customer service, community service, safety and meritorious service in addition to acknowledging longevity. See Human Resources for more details.

The ABC's of City Employment

Training & Development Programs

The City of Miramar sponsors a variety of workshops to address the professional growth needs of employees and the developmental needs of the organization. In addition, job-specific or specialized training, usually technical in nature, is available upon request. The Human Resources Career Center administers these programs. Some of the programs offered include, Financial planning, Supervisory Academy, Retirement Planning and Sunational Service. Risk Management also provides safety and occupational health training programs.

Flextime Scheduling

The employee, with approval of the Department Director and the Human Resources Director, may arrange their weekly schedule to best balance the demands of their position and life. Alternate schedules must be arranged and approved in advance by the Department Director. Flexible work hours may not be appropriate for all positions.

Voting

All employees will be granted up to one hour off for voting on election days if they are unable to vote due to their work schedule. No charge against leave credits will be made. Proof of voting shall be submitted to the Department Director.

Reporting Changes

Records of address changes, insurance beneficiary and other changes are kept in the Human Resources Career Center. Completing a revised W-4 form is necessary to process any tax changes. This form is available at the Human Resources Career Center.

The process to make benefit changes can be facilitated by notifying the Human Resources Career Center. Employees whose names are on eligible lists for other City jobs should notify Human Resources of address changes as well. Note that Post Office box numbers, or other business addresses cannot be used. The City will mail benefit and other important information to employees at their home address. Failure to maintain a current address can result in delays in receiving time sensitive information.

Drugs and Alcohol

The City of Miramar is committed to providing a work place free from the effects of the misuse or abuse of controlled substances and alcohol. Our prevention policy includes not only drug and alcohol testing but also substance abuse treatment programs offered through the Employee Assistance Program. Employees in job classifications covered by Federal Department of Transportation regulations are subject to random drug and alcohol testing which the Human Resources Career Center administers.

The ABC's of City Employment

Employee Prescription Disclosure

Any employee who is taking a controlled substance that could potentially alter or inhibit their ability to carry out the essential functions of his or her job, should fill out an Employee Prescription Disclosure Form before reporting to work under such medication. The "Form for Reporting the Use of Prescription or Non-Prescription Medication" can be retrieved from Human Resources.

Violence & Weapons

Violence, bullying or the threat of violence by any employee is unacceptable and will subject the employee to serious disciplinary action and possible criminal charges. Additionally, the City will work with law enforcement to prosecute citizens who commit violent acts against employees. The Director of Human Resources administers this program.

Possession, use, or threat of use of weapons, including all firearms and explosive devices is not permitted at work, on City property, in City vehicles, or in personal vehicles parked on City property unless such possession or actions are a necessary and approved requirement of the job.

Driver Authorization / Use of City Vehicles

Employees must receive authorization to drive City or personal vehicles in the course of City business. Continued authorization is subject to maintenance of proper licenses, periodic completion of Defensive Driver training, and maintaining a satisfactory driving record as reported by the State and City. Continued employment in jobs that require the employee to drive is subject to maintenance of a valid driver's license. Refer to The City of Miramar's policy regarding vehicle safety.

In addition, employees are required to use seat belts when driving City or private vehicles in the course of City business. Refer also to Risk Management's Employee Safety and Health Planning Guide. The City's Basic and Optional Life insurance programs include additional benefits if death occurs as result of an automobile accident and the employee was wearing a seatbelt at the time of death. Contact the Human Resources Career Center for additional information.

Unsafe Conditions / Injuries

The City of Miramar wants to ensure a safe and healthy work environment for all employees, but safety is everyone's business, and The City of Miramar expects all employees to get involved. Employees who see an unsafe condition or work practice, no matter how small it may seem, should report it to a supervisor or to Risk Management.

All employees are expected to work in a safe manner and to immediately report on-the-job injuries to a supervisor. Risk Management investigates accidents and injuries and makes

The ABC's of City Employment

recommendations to prevent reoccurrence. Safety violations or preventable injuries may result in progressive corrective action. Contact Risk Management for more information.

Smoking

Smoking is not permitted in City buildings or City vehicles. Employees are encouraged to think hard about the harm to themselves and others if they smoke. The City can help an employee quit. See Human Resources!

Personal Mail

Employees should not use City addresses for receipt of personal mail. Receipt of personal mail at City work locations not only creates a cost to The City of Miramar for processing it but the mail becomes subject to the Sunshine Law and could be treated as a public document.

City Property

Property owned by the City, including vehicles, computers, telephones, FAX or copy machines, etc., are to be used for official City business. Employees are trusted to use City equipment properly and safely. Abuse or misuse of City property is one of the causes for disciplinary action. Any City property under the control of an employee must be made available for inspection upon request. See also Sunshine Law.

Identification Badges

All personnel, including voluntary and temporary personnel, are issued identification badges when they are processed for hire. Employees are expected to have their employment identification in their possession during working hours. Employees are to return identification badges to their Department when leaving City employment. The Human Resources Career Center issues identification badges.

Searches

Everyone is concerned about personal security and the security of the work place. Work place security is a responsibility shared by The City of Miramar and all employees, and items such as briefcases, purses, bags, desks in City offices, or City vehicles, etc., are subject to search when there is cause for concern. This delicate balance between privacy and security is something important to everyone and cooperation is needed from all employees.

Whistle Blower Protection

Employees have an open opportunity to bring to the attention of City government in good faith allegations of wrongdoing or malfeasance on the part of The City of Miramar, its officers,

The ABC's of City Employment

employees, and independent contractors. Employees will be free from retaliation as a result of bringing forward such allegations or participating in investigations of such good faith allegations and no employee will be discharged, suspended, demoted, or subjected to other adverse personnel action because he/she acted in good faith to bring to the attention of the City allegations of wrongdoing pursuant to this policy. Retaliation based upon opposition to unlawful discrimination in employment or promotion, or based upon participation in any proceeding or inquiry into allegations of such discrimination is expressly prohibited and should be reported to the Director of Human Resources.

Sunshine Law / Public Records Exemption

The State of Florida has enacted a law that makes public records and official meetings open to the public. This law is commonly referred to as the Sunshine Law and it applies to most information provided on applications for employment and most payroll and personnel transactions and documents. Due to the very open nature of public records under this law, employees should have no expectation of privacy beyond the information specifically exempted from the Sunshine Law or by other statute.

The Florida Public Records Act provides a few limited exemptions to the requirement to allow access to public records. Social security numbers for all employees are exempt. The home address and phone number of employees in certain job classifications are also exempt. Contact Human Resources for additional information.

HIPAA – Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996(HIPAA) was signed into law on August 21, 1996. HIPAA's provisions amend Title I of the Employee Retirement Income Security Act of 1974 (ERISA) as well as the Internal Revenue Code and the Public Health Service Act. They place requirements on employer-sponsored group health plans, insurance companies and Health Maintenance Organizations (HMO) to safeguard protected health information from inappropriate disclosure. Respect for privacy is the job of all employees.

Forced Closings and Severe Weather Disaster Plan

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. In the event of a disaster or hurricane conditions, the City will operate under conditions that will require certain personnel to report to work. However, despite the storm all City employees will automatically become emergency service workers and are subject to be called to assist the City's residents.

Union Representation

Much of The City of Miramar's work force is include in bargaining units for the purpose of union representation. The Public Employees Relations Commission of the State determines

The ABC's of City Employment

bargaining units by grouping job classifications which typically perform similar types of work. Employees in job classes that come under one of the bargaining units have the right to join or not to join the Union representing the unit and to make this decision without any coercion or harassment.

Personal Property

The City of Miramar does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk.

Expense Reimbursement

Employees who may incur approved personal expense as a result of business travel may be reimbursed according to guidelines set out by the City's Finance Department. Prior authorization must be obtained from the employee's department director.

Food and Beverages

Each department director will advise whether or not employees are authorized to have food and beverages in their work area as appropriate to the jobs.

Workplace Attire

Department directors will decide on the appropriate work attire for their respective department.

Telephone Use

City telephones are to be used primarily for city business. Personal calls should be kept to a minimum. Employees making personal long distance calls on city telephones without prior authorization from their department directors are subject to disciplinary action which may include termination.

Voice Mail and Electronic Mail

The City's voice mail and electronic mail is never to be used in a manner that could be construed to be inappropriate. Please refer to City policy authored by the MIS Department. Any city employee may be disciplined and may face termination if found to be transmitting inappropriate and offensive messages. E-mail is a form of City property and may be monitored by the City. Employees should have no expectation of privacy in sending or receiving e-mails.

The ABC's of City Employment

Leave Policies

General Leave Policies

The City of Miramar provides eligible employees with leaves for a variety of purposes. The following discussion summarizes the City's leave policies. The City of Miramar abides by the provisions of the Family and Medical Leave Act, as appropriate.

As with all policies, The City of Miramar reserves the right to revise or rescind these policies at its discretion, subject to legal requirements.

An employee applying for leave will be asked to specify the type of leave requested, when he/she wants the leave to begin and when he/she wants the leave to end. Department Director will inform the employee what type and duration of leave, if any, has been approved and will tell the employee which requirements, such as certification of a health condition, or other information must be met.

All leaves are granted for a specific period of time. An employee who foresees being unable to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. The City reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Personal Leave without Pay

Eligible employees who have completed their probationary period may request unpaid leave for such reasons as education or training, FMLA for illness, parenting or other covered event, and other personal reasons after using applicable paid leave requests.

Requests for leave must be made in writing. Leaves of absence without pay of up to 90 calendar days can be approved by the employee's Department Director and the Director of Human Resources. Leaves of absence in excess of 90 calendar days must be approved by the City Manager.

Requests for personal leave without pay are considered individually and granted at the discretion of management. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 3 months in a calendar year.

Job (Position) Basis Leave

Full time exempt level employees shall receive Position Basis Leave (PBL) hours at the beginning of each fiscal year (October 1). Full time employees hired into PBL eligible positions,

The ABC's of City Employment

or promoted from a non-PBL eligible position into a PBL eligible position from October 1st through March 31st will have PBL hours credited to their leave balance. Exempt persons hired between April 1st and June 30th, will have PBL hours credited to their leave balance. New employees are not eligible to use vacation time or PBL for their first ninety (90) days of employment. PBL cannot be carried over to a new fiscal year and is not paid out at termination of service. The City Manager is authorized to approve up to an additional 20 hours per calendar year of paid Position Basis Leave which may be applied to unrepresented employees whose positions are exempt from the overtime provisions of the Fair Labor Standards Act.

Educational Leave

Eligible employees may request paid time off to attend courses The City of Miramar finds to be job-related or other training which are available only during working hours.

Sick Leave

Employees shall accrue sick leave at the rate of “one sick” day per month. Use of sick leave is on an hour for hour basis. Sick leave for employees will begin to accrue from the first month of employment; however, new employees will not be eligible to take accrued sick leave until they have been employed by the City for three (3) consecutive months. Use of sick leave is subject to the employee submitting proof of illness or injury acceptable to the City.

When an employee separates from City employment, he or she may be eligible to receive the remainder of accrued annual leave and a percentage of accrued sick leave. The percentage of sick leave varies based on stipulations in the various labor agreements. Contact the Human Resources Career Center for more information.

Sick Leave Donation

Sick Leave Donation allows a qualified employee to voluntarily donate sick leave to another qualified employee who is unable to work because of extended serious illness or injury. The procedure to initiate this process involves sharing the donating employee's intentions with their supervisor and Human Resources. Contact the Human Resources Career Center for more information regarding donating or applying to receive donated sick leave.

Family and Medical Leave Act – FMLA

FMLA is a federal law giving eligible employees the right to take unpaid leave, for a maximum period of 12 work weeks in a 12-month period for specific medical and family reasons. The City requires employees to use all applicable paid leave before unpaid FMLA leave will be approved. Paid leave used for an FMLA event counts towards the required 12-week period. When

The ABC's of City Employment

requesting leave, employees are responsible for advising management that a request is being submitted as FMLA leave.

Family Illness Leave

Employees who have successfully completed an initial probationary period and who are otherwise eligible to earn sick time and annual leave may be allowed to use up to forty (40) hours of their accrued sick leave in any one calendar year in the event of actual sickness or disability of an immediate family member. Use of Family Illness Leave may be considered FMLA leave. Immediate family is defined as the employee's spouse, parents, child, a person determined to be in loco parentis, i.e., in place of a parent, by the Human Resource Director, and stepchildren if living in the employee's household. Use of family illness leave is subject to submission in writing by the employee if proof of illness or injury is satisfactory to the City.

Jury Duty and Civil Leave

Because Jury Duty is recognized as a civic responsibility, the City will continue to pay an employee's regular salary when serving on a jury or when subpoenaed in connection with the employee's City employment to appear before a public body or commission when such service coincides with his or her regular work schedule. Proof of such duty must be submitted to the Human Resources Department and the employee's supervisor. If an employee is a defendant in a civil or criminal action of plaintiff or complainant in a civil action not associated with or arising out of City's business or affairs, the time will be charged to the employee's vacation time, if available

Military Duty

Employees who are members of Reserve and National Guard units are entitled to leave for training under State Law and also to receive supplemental pay if activated for Federal or State emergency service as provided by applicable laws. Extended leaves of absence may affect insurance benefits and employees should contact Human Resources prior to beginning the leave. The Military Leave program is administered by the Human Resources Career Center in correlation with the employee's respective department.

Bereavement Leave

Employees may receive Bereavement Leave following a death in the employee's immediate family. Immediate family is defined to include spouse, child, parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, stepparent, stepchild, stepsister, stepbrother, persons determined to be considered as parents or other relative living in the employee's household. This type of leave is provided to employees who have been with The City of Miramar three (3) months. Employees in this category will receive five (5) days paid leave for in-state funerals and up to six (6) days paid leave for out-of-state funeral attendance without charge to vacation leave credits. Any absence in excess of this amount will be charged to vacation leave or leave of absence may be arranged if an extended period is required, with authorization of the City Manager. Employees in a collective bargaining unit should consult their labor agreement.

The ABC's of City Employment

Public Office – Leave of Absence

Employees who run for elected public office will be placed on a leave of absence on the date of filing the qualification papers or on the date of qualifying by the alternative method. The leave may begin earlier if necessary to prevent campaign activity from interfering with city employment. Leave will continue until the election, until the employee withdraws as a candidate, or until the qualifying period is completed if unopposed. Prior to going on leave of absence, employees must not engage in any activity related to seeking the office during working hours. If elected to public office, employees must resign from city employment when the office to which they are elected presents a conflict of interest as determined by the City Manager.

Employee Benefits

The following is a list of benefits that The City of Miramar makes available to eligible employees. The descriptions in the ABC book are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by The City of Miramar, at its discretion.

Human Resources serves as the employee's liaison to City insurance and benefit providers to ensure that employees receive all contractual benefits in a timely, effective manner. Office hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Health insurance company representatives are also available on site to meet with employees during open-enrollment. Human Resources provides notification of open enrollment.

You may obtain additional information about The City of Miramar's benefit plans from the Human Resources Career Center.

Benefits Eligibility

Full-time employees are allowed to participate in all the benefits offered by The City of Miramar. Those employees who are hired between the first and fifteenth of the month are eligible to participate the first of the following month. Employees who are hired after the fifteenth of the month are eligible to participate the first of the month following a full month of employment. Full-time employees may choose to participate in any of the plans offered by The City of Miramar, with one exception: during the first year of employment, newly-hired employees may not participate in the health PPO plan. They may enroll in the health HMO plan and are allowed to switch to the PPO health plan during the open enrollment period following one full year of employment. Newly hired employees may participate in the dental PPO/HMO plan.

Part-time employees may choose to participate in the HMO and/or dental HMO the first of the month following one full year of service.

The ABC's of City Employment

Dependents eligible to participate in the health and or dental plan include an employee's spouse or domestic partner and unmarried children through age 25 who live with the employee or are full-time students.

Contact the Human Resources Career Center for complete benefit descriptions and eligibility information.

Open Enrollment

The City of Miramar's regular Open Enrollment for benefits is held annually to allow benefit eligible employees to add, delete, or change benefits, with changes going into effect the following January 1. Open Enrollment is the only time a change from one plan to another can be made.

Opt Out Incentive

Employees who waive or opt out of The City of Miramar's health insurance because they are enlisted in another coverage plan must show proof of alternate coverage. The ability to opt out will give the employee an allowance equal to what the City would spend for its least costly single coverage through an HMO and will be made available as an incentive for the purchase of alternative insurance. The employee will be required to notify The City of Miramar immediately should that alternative coverage cease. In such case, the employee would be allowed to opt in to the City coverage at that time. This incentive is available to employees who fall under the non-represented status.

Health Insurance

The City of Miramar offers two health plans underwritten by CIGNA, an HMO and a PPO. Newly hired full-time employees must enroll in the HMO when they are first eligible. They may enroll in the PPO during the open enrollment period following one full year of employment. The City of Miramar pays 100% of the employee premium and 50% of the dependent premium for full-time employees.

Part-time employees may enroll in the HMO after completing one full year of service. The City of Miramar pays 50% of the part-time employee's premium; if dependent coverage is chosen, the employee pays 100% of the dependent premium.

Dental Insurance

There are two dental plans offered by the City, a dental HMO and dental PPO. Both plans offer coverage for preventive care, basic and major dental services and orthodontia.

The ABC's of City Employment

The City of Miramar pays 100% of the employee premium and 50% of the dependent premium for full-time employees. Part-time employees may enroll in the dental HMO after completing one full year of service. The City of Miramar pays 50% of the part-time employees' premium; if dependent coverage is chosen, the employee pays 100% of the dependent premium.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under The City of Miramar's health and dental plans should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the City's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by the Human Resources Career Center at the time eligibility is lost.

Employee Assistance Program - EAP

The City of Miramar's EAP is designed to provide confidential assistance to employees who are having personal problems by providing professional consultation, assessment, and referral. The EAP is available to employees and their families at no charge and can assist with most personal problems affecting the quality of life at home and on the job. Contact the City's Human Resources Career Center for further details.

Life Insurance

The City of Miramar provides term life insurance for each employee in an amount equal to their annual salary up to a maximum of \$100,000 for GAME represented employees; up to \$50,000 for police officers; up to \$75,000 for firefighters; up to \$150,000 for non-represented employees; and up to \$5,000 for part-time employees. You do not have to pay for this coverage.

Accidental Death and Dismemberment Insurance

The City of Miramar also pays for Group Accidental Death and Dismemberment insurance for all employees. The maximum amount of accidental death and dismemberment insurance is equal to the amount of City-paid life insurance in effect at the time of the loss.

Voluntary Term Life Insurance for Employees & Dependents

Benefit-eligible employees are entitled to purchase additional life insurance coverage up to \$300,000 or five times their annual salary (whichever is less) at the employee's own expense. The employee may also purchase life insurance for their spouse and dependent children. The employee amount has to be in an increment of \$10,000. Also the spouse amount cannot exceed 50% of the employee amount. Amounts in excess of \$50,000 for the employee and \$25,000 for the spouse require satisfactory medical approval.

The ABC's of City Employment

Your dependent children can be covered for \$1,000, \$5,000 or \$10,000.

Long Term Disability

City employees are eligible for long-term disability coverage, which pays you a percentage of your monthly earnings in the event you are unable to work due to illness or an injury. The City of Miramar pays 100% of the premium. In addition, the City offers you the option to purchase additional disability insurance through AFLAC.

Medical Flexible Spending Account

This program allows you to set aside money on a pre-tax basis to pay for health care expenses that are not covered or reimbursed by your medical plan. You can be reimbursed from your contributions to this account for actual medical care expenses.

Dependent Care Flexible Spending Account

This program allows you to have income withheld from your paycheck on a pre-tax basis, thus saving Social Security and income taxes. You are reimbursed from your contributions to this account for actual dependent care expenses.

401(a)

The City sponsors a 401(a) plan for certain unrepresented employees through ICMA and Nationwide Retirement Services, for additional information please contact the Human Resources Career Center.

Deferred Compensation - 457

The City sponsors a deferred compensation plan as an enhancement to retirement benefits provided under ICMA or Nationwide Retirement Services. Deferred Compensation is a voluntary plan allowing employees to enjoy current tax advantages through income deferral to provide future benefits for retirement. Deferred compensation contributions reduce current income taxes and earnings on contributions grow on a tax-deferred basis. There are strict IRS restrictions on withdrawals prior to retirement. Benefit eligible employees can start, change, or stop contributions to a deferred compensation account at any time, subject to plan provisions and payroll schedules. Contact the Human Resources Career Center for further information on details concerning the Deferred Compensation program.

The ABC's of City Employment

Child Care Discount Program

The City of Miramar currently operates childcare centers as part of the Community Services Department. Employees are entitled discounted rate on childcare at any of the many childcare facilities in the City. See the City's Early Childhood Superintendent for further information.

Tuition Reimbursement

Reimbursement of tuition is available to benefit eligible employees for degree-related course work and course work in vocational institutions. The course work must be relevant to official job duties. Members of collective bargaining units should consult their labor agreements regarding specific provisions. For more information contact the Human Resources Career Center.

Workers' Compensation

Workers' Compensation benefits are available to you if you suffer a work-related injury or work-related disease. These benefits provide income and medical care while you are unable to work and cover the cost of related medical care.

Employees are required to report all work related injuries to their supervisor immediately no matter how minor the injury. If an injury requires medical attention, emergency assistance will be called as necessary. Less urgent care and care after the emergency will be coordinated through Human Resources. Benefit eligible employees on extended worker's compensation leave should contact the Human Resources Career Center for information on continuing benefits.

Long Term Care

Long term care coverage is available to all full-time employees. This coverage helps pay for expenses you may incur if you need nursing home care or home health care because of a disease or disability that is expected to last for more than three months and leaves you unable to care for yourself. Contact the Human Resources Career Center for additional information.

Payroll Direct Deposit

You are eligible to have your bi-weekly paychecks directly deposited into any participating financial institution of your choosing.

Disciplinary Policies

Grievances, Appeals from Discipline, or Resolution of Complaints

The purpose of the grievance procedure is to provide an orderly and consistent process for employees to bring forward allegations that written policy, procedures, rule, or regulation, of the City has been violated by an action of a supervisor or manager or fellow employee. When misunderstandings develop, employees should make every effort to informally discuss and

The ABC's of City Employment

resolve concerns with their immediate supervisors. If issues cannot be resolved at that level, employees who have completed an initial probationary period may pursue matters formally through the appropriate grievance procedure. Procedures and time limits for filing grievances vary among the different bargaining units. Contact your department's assigned Human Resources Analyst for additional information and individualized attention.

Discipline

The City of Miramar's policy is to deal constructively with employee performance problems or behaviors. Disciplinary Action will be determined by The City of Miramar in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of City policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be given a written reprimand or placed on suspension.

The City of Miramar considers some violations as grounds for dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, threats or acts of violence, unlawful discrimination or harassment.

Most employees charged with some infraction and subject to corrective action may appeal that corrective action. Contact the Human Resources Career Center to learn more.

Separation Policies

Termination

Termination of employment by the City may result from any of the following:

- (i) Corrective action measures, which include infractions for violation of city policies,
- (ii) Involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace, as described above.

The ABC's of City Employment

Resignation of Employment

Employees are expected to give written notice of their intent to resign from City employment at least two weeks prior to the planned date of separation. Once management has accepted, acknowledged or acted upon a resignation, it cannot be withdrawn without specific approval of the appointing authority.

Job Abandonment

Employees who fail to report to work without contacting their supervisors to provide an explanation of their absence, may face discipline leading to termination unless the employee was incapacitated to the point of not being able to call in due to extenuating circumstances as deemed acceptable by their Department Director or the Human Resources Director.

Reduction in Force

If it is necessary to eliminate a position due to lack of work or lack of funds, City reduction-in-force policies apply to most employees. The policies ensure fair, uniform procedures in determining who is affected and how the reduction takes place.

Retirement

Retirees and their eligible dependents may choose to continue to participate in The City of Miramar's health and dental insurance. In addition, Voluntary Term Life Insurance in effect at retirement may also be continued. Life insurance coverage may be reduced or canceled at any time, but cannot be increased or restarted after retirement. Contact Human Resources for additional information. Employees should meet with an employee of the Human Resources Career Center again about a month before the planned retirement date to complete administrative processing of benefits in retirement.

Exit Interviews

All employees separating from The City of Miramar must complete an Exit Interview with a Human Resources Analyst. An exit interview gives the Human Resource Analyst the ability to obtain feedback from the employees as they transition out of their positions.

Return of City Property

Employees who separate from city service must return all issued city property such as laptop computers, files, uniforms, identification badges, etc.