

I. INTRODUCTION

The Mayor, Vice Mayor, City Commission and City Manager welcome you to "Team Hallandale Beach" as an employee of the City of Hallandale Beach, the "City of Choice."

This Manual is intended to provide basic information on a wide variety of programs and policies affecting the employees of the City of Hallandale Beach. This is your reference guide during time as an employee with the City.

Part II of this Manual discusses employment information of a general nature such as civil service, hours, overtime and promotions. Part III of this Manual discusses the many benefits you receive as an employee with the City. Part IV of this Manual talks about your responsibilities as an employee with the City.

This Manual is designed to give you a broad overview of the personnel policies and programs you will need to know. In all cases, referencing the full policy and/or detailed documentation will give you a more detailed understanding of specific programs. Also, those items subject to change will be so noted. And, some items discussed are too extensive to place in their entirety but are available for your review throughout the City.

This Manual will be updated and these updates will be distributed annually in December by the Personnel Department. Updates will include new and/or revised Administrative Policies, changes in procedures or workplace rules, and any additional sections as may need to be added to enhance the effectiveness of the Manual.

Any additional questions you might have can be answered either by your department head or by the Personnel Department.

The contents of this manual are presented as a matter of information only and are not conditions of employment. The City of Hallandale Beach reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice, subject to the provisions of any applicable collective bargaining agreements.

The language used in this manual is not intended to create, nor should it be construed to constitute a contract between the City of Hallandale Beach and one or all of its employees.

A. CITY MANAGER'S MESSAGE

Welcome to the City of Hallandale Beach. As an employee of the City, you have become a member of an elite team. A team which seeks perfection and spends 100% of its work time ensuring it has, to the best of its ability, satisfied its customers and performed its job. The City's motto is, "Whatever It Takes," since everyone on the team works diligently in performing their assigned duties and doing whatever it takes to get the job done.

As on any winning team, it is the responsibility of each team member to carry out activities to guarantee the team cooperatively and efficiently meets its goals. Team members are to enforce and ensure the City's adopted goals are followed. These goals are identified as:

1. Improved environment and quality of life for our citizens.
2. Better response to community and Commission needs.
3. Continuation of programs to stabilize or improve City operations.
4. Emphasis on employee quality and working conditions.
5. Development of balanced revenue sources.

Team cooperation is emphasized in Hallandale Beach, however, recognition is rewarded to those outstanding team members who go above and beyond their requirements to achieve the City's goals and assist with the advancement of Hallandale Beach. Along with the expected team cooperation, team leadership is welcomed and progressive ideas are encouraged.

We look forward to your participation on the team and active involvement with the City.

Mike Good
City Manager

B. PURPOSE OF THE MANUAL

The general purpose of this Manual is to provide all employees with a comprehensive understanding of the City of Hallandale Beach policies and programs which affect them.

This Manual will serve to let employees know their rights while working for the City of Hallandale Beach and their responsibilities to the City of Hallandale Beach. And, by discussing the benefits offered by the City of Hallandale Beach, employees will be better able to make the best choices for themselves and their families.

C. ABOUT THE CITY OF HALLANDALE

The City of Hallandale Beach is situated between the Atlantic Ocean and I-95 and between Pembroke Road to the north and the Broward County line to the south. Incorporated as a Town in 1927, Hallandale Beach was reincorporated as a City in 1947.

Home to both Gulfstream Race Track and Hollywood Dog Track, a thriving financial district and to numerous small businesses, Hallandale Beach also combines multi-family living with traditional single-family homes. All of these are close to where people work, shop and play. This has made Hallandale Beach one of the most desirable locations in Broward County.

The City of Hallandale Beach has a Council-Manager form of government. The City Commission, composed of a Mayor, Vice Mayor, and three additional Commissioners, sets the policies and direction for the City. The City Manager and his staff coordinate the implementation of these policies and directives and manage the day-to-day operations of the City. The City has approximately 42,000 residents of which 31,367 are year round residents, and almost 500 employees.

The City Charter and Code of Ordinances are the legal documents containing the Commission's policies and directives. The Charter and Code are referred to daily by all departments to ensure that they are doing what is required and expected.

As an employee of the City of Hallandale Beach, you become part of this whole process: doing work for the residents, at the direction of the City Commission and City Manager, and bound by the Charter and Code. You also have become part of the history of the City of Hallandale Beach.

D. A CUSTOMER-ORIENTED SERVICE PHILOSOPHY

MISSION STATEMENT:

The City of Hallandale Beach is dedicated to enhancing the quality of life by providing superior services that meet the current needs of our citizens as well as planning for their future needs. The City's vision is to be recognized within and beyond our community as a city government of excellence.

This Mission Statement is the basis for the City's Customer-Oriented philosophy. Employees of the City of Hallandale Beach take this philosophy very seriously. As public servants, it is our responsibility to ensure that we offer and deliver to our customers - the public - the best service available in an expeditious and professional way.

This includes providing requested information and solving citizen complaints and inquiries as promptly as possible. If we do not know the answer to an inquiry, we will find out for our customers and we will follow through by calling back and providing accurate information on behalf of the City. Or, if the situation warrants, we will refer customers to another employee who can help them with the information they need.

Service to our customers is our most important mission. As an employee for the City of Hallandale Beach, you may be required to improve and refresh your customer service skills by attending regular customer service training as explained in Administrative Policy #1003.027.

II. GENERAL EMPLOYMENT INFORMATION

A. Civil Service Rules

The City of Hallandale Beach has adopted Civil Service Rules and Regulations which affect all employees of the City. These rules specifically set out who is, and is not, covered by the rules; the Civil Service Board and its procedures; examinations; lists of eligible applicants; appointments; promotions; transfers; and terminations.

The Civil Service Board consists of seven (7) members, four (4) of whom are residents but not employees of the City, one is a sworn police officer, one is a certified firefighter, and one is an additional City employee from the General Employees Union with Civil Service status.

These rules and procedures are detailed in the Civil Service Rules and Regulations of the City of Hallandale Beach and in part in Chapter 21 of the City of Hallandale Beach Code of Ordinances. For more detailed information on civil service rules, please refer to these documents. Each department has at least one copy of the Code of Ordinances.

1. Who is Covered?

The City of Hallandale Beach Code states that the policy of the City is to exclude from Civil Service coverage certain positions because of the managerial, professional or confidential nature of their responsibilities. All other employees, by definition, are members of the Classified Service and as such are bound by Civil Service Rules. These employees are divided into three classes of employee: Competitive, Non-Competitive, and Labor.

The Competitive Class includes all positions for which it is practical to determine the merit and fitness of applicants by a competitive examination. The Non-Competitive Class includes all positions which require "peculiar and exceptional qualifications of a scientific, managerial, professional or educational character. . . ." The Labor Class includes all positions of unskilled labor.

All Civil Service employees are subject to a probationary period during which they have no Civil Service rights and can be reduced in rank if promoted, or discharged if in an entrance position, without being furnished cause or accorded a hearing.

2. Confidential/Managerial Positions

Certain positions are exempt from Civil Service rules as discussed above. These positions are identified by various resolutions issued by the City Commission pursuant to Chapter 21 of the City Code.

Persons in these positions and who have no previous Civil Service status with the City of Hallandale Beach, shall continue in their employment at the discretion of the City Manager or the City Commission (as the City's Charter provides), as they have the authority to terminate the employment of such persons.

3. Basic rules

The Civil Service Rules and Regulations include many safeguards for employees of the City of Hallandale Beach. The following are some of the major rights of employees:

- No one can be employed or assigned to do work under any title which is not appropriate to the duties they are performing.

- Promotional examinations can consist of a mental test; a written test; a practical performance test; an oral interview; a physical test; or a medical examination. See Article II, Part E, Sections 1 and 2 below for details on promotional examinations.

- The Personnel Department is responsible for conducting all examinations in a professional and unbiased manner.

- Employees have the right to appeal any suspension, demotion or discharge to the Civil Service Board. Such appeals must be made within fifteen (15) days of the action taken. The recommendations of the Civil Service Board are made to the City Manager who then issues an order affirming, reversing or modifying the disciplinary action.

The City has established a schedule of pay grades and classifications which all Civil Service employees must be placed in and in which all like positions are paid at the same grade and rate of pay.

B. WORKING HOURS

1. Hours

The standard work week for all employees of the City is 40 hours. However, firefighters work a 48 hour week and some police personnel work 160 hours in a four (4) week period. Department heads are responsible for establishing the normal operating hours for their respective departments, subject to the approval of the City Manager.

2. Holidays

The following, and any other days the City Commission may authorize, are holidays for all full-time employees:

New Year's Day
M. L. King's Birthday
Washington's Birthday
Memorial Day
Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

Non-exempt employees who work on any of the holidays listed above will receive compensation at 1-1/2 times their basic rate or can take compensatory time at the prescribed overtime rate.

If a holiday falls on an employee's scheduled off day or vacation, that employee shall be paid for the unworked holiday or receive an additional day off at the option of the employee.

Fire and police personnel and some Public Works personnel receive regular pay when they work a holiday but are compensated with extra vacation days pursuant to their union contract.

3. Pay Periods

All employees are paid biweekly, with each pay period ending the week before pay checks are issued. Each department is responsible for ensuring that all hours are reported on a timely basis.

C. OVERTIME/COMPENSATORY TIME

1. Exempt Classifications

Those employees constituting salaried, managerial employees are exempt from the Federal rules regarding overtime and compensatory time. Exempt employees are therefore not eligible for overtime or compensatory time from the City of Hallandale Beach.

2. Overtime

Pursuant to the Fair Labor Standards Act, all non-exempt employees are eligible for overtime if they work over 40 hours in a given work week. For fire employees on a 24 hour shift, they are eligible for overtime if they work over 192 hours in their 27 day work period. For police employees on a 12.5 hour shift, they are eligible for overtime if they work over 160 hours in their 28 day work period.

Overtime, in all cases, is paid at 1-1/2 times the employee's basic rate of pay, excepting Police/Fire employees who are paid at 1 1/2 times premium hourly rate per union contracts. Payment of overtime can be limited in certain situations based on an employee's union contract. If you are a union employee, you should review your contract for details.

Union contracts may also specify that overtime is paid under certain situations such as call-backs and standbys. Again, check your union contract for details.

3. Compensatory Time

Compensatory time is available to non-exempt employees in lieu of overtime. Compensatory time is paid out at 1-1/2 times the hours worked for overtime. There are maximums on the number of hours of compensatory time employees may earn. These maximums are set out in union contracts. All compensatory time must be used up by the end of the calendar year it is accrued. There is no carryover of compensatory time.

Approval to accrue compensatory time is at the discretion of the department head. The department head and employee must also agree on a time for the accrued compensatory time to be used which will not conflict with the smooth operation of the department.

Administrative Policy #1004.004/R1 gives additional information on compensatory time procedures.

D. ACCIDENT PREVENTION/REPORTING ACCIDENTS

1. Safety Policy

The City of Hallandale Beach has an ongoing Safety Program in order to provide a safe and healthy work environment and community. The ultimate goal of this Program is to minimize and control the financial and health impacts of accidents suffered by employees and the public as a result of City operations.

2. Safety Board

The goal of the Safety Board is to minimize the negative financial and health impact of accidental losses such as bodily injuries, illnesses and property damage.

The Board consists of 3 permanent and 5 assigned members. The 3 permanent members come from the Fire, Personnel and Risk Management departments. The 5 assigned members come from the Human Resources, Parks and Recreation, Police and Public Works departments and from the City Hall Administration as appointed by the City Manager.

The Board meets monthly and determines and assigns projects, programs and objectives related to safety for each department. The Board is responsible for ensuring that each department's Safety Committee follows through on these projects. The Board also directs and monitors the activities of the Accident Review Committee (see below).

3. Accident Reporting Policy

a. Non-Employee Accidents

An accident is defined as any unexpected happening causing injury to body or damage to property involving City personnel, equipment, property or persons other than City employees. For injuries to City employees, see below.

All accidents, as defined above, shall be reported to the Risk Management department and the employee's direct supervisor immediately or as soon as possible. The Risk Manager can be reached at:

Office	(954) 457-1310 or 457-1398
Home	(954) 436-2845
Cellular Phone	(954) 593-8302
Beeper (24 Hrs)	(954) 877-8491

For all motor vehicle accidents, the Police Department should also be notified immediately so that a police report may be completed regarding the circumstances of the accident. The Police Department telephone number is (954) 457-1400 or dial 911. Employees involved in motor vehicle accidents are not to respond to the general public, other employees or attorneys unless they are directed to by City officials.

For damage to City property not involving a motor vehicle accident, and for injuries to non-City employees, the Report of Accident Vehicle/Non-Auto Form, which can be obtained from your department director or the Risk Manager, must be completed and sent to the Risk Management department.

City employees who become aware of hazardous situations should complete a Safety Hazard Report Form. This form, which each department has a supply of, should then be forwarded to your Safety Board Representative Committee Member. If the safety hazard needs to be rectified immediately, notify your immediate department head and request that they notify the Risk Manager.

Administrative Policy #2008.002/R2 contains details on the City's emergency notification policy and #2012.002/R1 contains details on reporting safety hazards.

b. Employee Accidents

Employees with a work-related bodily injury are responsible for notifying their supervisor and the Risk Management department immediately of their injury. If the injured employee is physically incapacitated, the employee's co-workers are responsible for notifying the supervisor immediately; the supervisor is in turn responsible for notifying the Risk Management Department. The Risk Management Department administers the City's workers compensation plan which pays for on-the-job injuries pursuant to State of Florida laws.

In order to obtain medical treatment, the above notification procedure must have been followed and the employee must have obtained a signed "Medical Authorization Form" from the Risk Management Department. The only exception is in the case of serious and/or life threatening injuries as determined by Medical/Rescue personnel. The employee is responsible for obtaining Medical Authorization, Physician's Report and Treatment Evaluation forms prior to receiving medical treatment and for returning those forms to the Risk Management Department following treatment.

The Risk Management Department will undertake an investigation into the cause(s) of the injury and arrange for the completion of all necessary forms. They will also ensure that all valid charges are paid for under the Workers Compensation program.

Administrative Policy #2012.003/R1 contains additional information on Workers Compensation procedures.

4. Accident Review Committee

The Accident Review Committee consists of 4 assigned members from the Fire, Parks & Recreation, Police, and Public Works departments and 1 member from City Hall Administration assigned by the City Manager. The Committee meets once a month and is responsible for imposing consistent accountability for unsafe acts, omissions and/or conditions by recommending discipline and/or training for the employees involved. The Committee is also responsible for identifying and reporting unsafe acts, omissions and/or conditions to the Safety Board and department heads.

Accidents are reviewed as either bodily injury to the employee or as all other liability cases. Each case is reviewed to determine if employees are not at fault or if they are, the degree of their negligence. Penalties for employees found negligent can range from an oral reprimand to suspensions to termination for multiple severe offenses.

E. PROMOTIONS

1. Promotional Exams

Promotional examinations are to be practical in character and relate directly to matters which will fairly test the relative capabilities of the applicants. To this end, promotional examinations can consist of: a mental test, a written test, a practical performance test, an oral interview, a physical test, a medical examination, or any combination of these types of tests. The Personnel Department is charged with conducting and administering these examinations for all promotional opportunities.

Promotional examinations are open only to permanent employees legally appointed in the classified service as established by the Civil Service Board and who meet the minimum experience qualifications of the position, as determined by the Personnel Department. Promotional examinations shall be conducted as often as necessary. Notices of such examinations will be posted in the City Hall and shall be sent to all department heads prior to the date of the examination.

Each applicant competing for promotion must fill out the prescribed application or promotion form and return it to the Personnel Department before the closing date. The applicants' grades determine their order on the eligibility list. After the completion of the eligibility list, the Personnel Department notifies, by mail, all applicants of their grade.

2. Eligibility Lists

The duration of the eligibility list is fixed by the Civil Service Board at not less than one and not more than two years. The Board may establish a new list in order to obtain additional eligible employees.

Once a request to fill a vacancy is received, the Personnel Director shall certify the names of the five (5) eligible employees ranking highest on the list. If more than one position is to be filled, the Personnel Director shall certify a number of names equal to the number of vacancies plus four (4) additional names.

F. RESIGNATIONS

Employees who desire to resign shall do so in writing to the head of the department in which they are employed. The department head will report the resignation to the Personnel Department. Employees who resign relinquish all of their Civil Service rights as enumerated in the Civil Service Rules and Regulations.

Employees must submit their resignation at least 1 week in advance. Management employees must submit their resignation at least 3 weeks in advance. Failure to do so will result in the City not paying for accumulated sick leave. Employees with collective bargaining agreements should check their agreements for possible variations on this policy.

G. LAY-OFFS

The City Manager has the power to lay-off any employee from the classified service whenever such action is necessary. When such a lay-off does become necessary, the City Manager's office will notify the Personnel Director in advance of the intended action and the reasons for it. The Personnel Director will then give to the City Manager the names of the employees to be laid off in the order they will be laid off.

Lay-offs occur in the following order:

1. Seasonal employees
2. Temporary employees
3. Part-time employees
4. Substitute employees
5. Probationary employees
6. Regular employees

The names of persons on the above list will be placed on an appropriate lay-off register in the order of their seniority. Employees rehired will retain their seniority as of the date of their separation.

III. EMPLOYMENT BENEFITS

A. LEAVES AND ABSENCES

The general policies and procedures for absenteeism and tardiness are found in Administrative Policies #1003.007/R1 and 1003.008/R1.

These policies state that absences of 3 consecutive days or longer require a doctor's excuse before an employee will be permitted to return to work. And, the City can require a doctor's excuse if there are habitual absences of 2 days or less. Excessive absences (except for pre-arranged jury or military duty; work-related injuries; hospital confinement; authorized bereavement leave; a doctor confirmed illness or authorized vacation) will result in disciplinary action being taken including oral warnings, written warnings, written reprimands, suspensions, or termination based on how many absences are accumulated over a set period of time. The above referenced policies lay out the specific disciplinary actions.

With regards to tardiness, employees who are 4 or more minutes late to work are considered tardy. Employees who are tardy 6 or more times within a 6 month period will receive a written warning. Employees who are tardy 6 or more times following the written warning will be suspended without pay for 2 days. Any further tardiness after the suspension will result in termination.

Time is deducted for tardiness in 15-minute intervals. Therefore, if you are late from 4 to 15 minutes, 15 minutes will be deducted from your wages; 16 to 30 minutes, 30 minutes is deducted from your wages, etc. Please refer to the above policies for details on the tardiness rules.

1. Vacation Leave

Vacation leave varies by whether you are in a union or not and if so, which union. Vacation leave is accumulated as follows:

AFSCME (American Federation of State, County and Municipal Employees) General Employees:

	0-6 Years	13 days per year
After	6 Years	14 days per year
"	7 Years	15 days per year
"	8 Years	16 days per year
"	9 Years	17 days per year
"	10 Years	18 days per year
"	15 Years	19 days per year

Police & Fire Employees, Water Treatment Plant Operators:

	1-6 Years	26 days per year
	7-9 Years	27 days per year
	10-14 Years	30 days per year
	15-19 Years	31 days per year
	20+ Years	33 days per year

All AFSCME employees are permitted to carry-over a maximum of 80 vacation hours into the next calendar year.

IAFF (International Association of Firefighters)

48 hour work week:

	0-10 Years	10 shift days per year
	11+ Years	12 shift days per year

40 hour work week:

	0-10 Years	26 days per year
	11-20 Years	29 days per year
	21+ Years	32 days per year

Vacation is credited to each person on January 1, of each year for the prior year's accrual. Employees who did not work a full year get their pro rata portion of vacation days. Forty-eight-hour work week employees may carry-over a maximum of 48 vacation hours into the next calendar year. Forty-hour work week employees may carry-over a maximum of 40 vacation hours into the next calendar year.

PBA (Police Benevolent Association) Officers and Sergeants:

	1-7 Years	192 hours per year
	8-9 Years	216 hours per year
	10-14 Years	224 hours per year
	15-19 Years	232 hours per year
	20+ Years	256 hours per year

Vacation is credited to each person by the first of every month provided the employee has worked at least 3/4 of the previous month. Employees may carry-over a maximum of 80 hours into the next calendar year.

Non-union employees receive the same vacation accruals as do AFSCME general employees.

For AFSCME and non-union employees, vacation accruals are earned but cannot be used until the employee has completed 3 months with the City. For all employees, there is no vacation payout unless their probationary period is satisfactorily completed. All vacations must be scheduled in advance.

Managerial and Professional Employees pursuant to Administrative Policy 1004.008/R1:

0-5 Years	128 hours per year
6 Years	136 hours per year
7 Years	144 hours per year
8 Years	152 hours per year
9 Years	160 hours per year
10 Years	168 hours per year
15+ Years	176 hours per year

Exempt Police employees will accrue vacation as follows:

0-7 Years	224 hours per year
8-9 Years	248 hours per year
10-14 Years	256 hours per year
15-19 Years	264 hours per year
20+ Years	288 hours per year

Exempt Non-Shift Fire employees will accrue vacation as follows:

1-9 Years	232 hours per year
10-19 Years	256 hours per year
20+ Years	280 hours per year

Exempt Shift Fire employees will accrue vacation as follows:

1-9 Years	216 hours per year
10+ Years	264 hours per year

All hours are accrued monthly. The above listed exempt professional, managerial, Police and Fire employees will be permitted to carry over into the next calendar year a maximum of 160 hours. All accrued vacation leave in excess of the maximum carryover will be cancelled as of December 31st of each calendar year.

Any of the above listed exempt employees that, due to extenuating circumstances, cannot utilize their vacation leave may carry excess accruals into the next calendar year with the approval of the City Manager. However, the excess accrual must be utilized within the first ninety (90) days of the new calendar year.

2. Sick Leave

As with vacation leave, sick leave depends on whether you are in a union or not and which union. Sick leave accruals are as follows:

AFSCME	96 hours per year
IAFF	144 hours per year
PBA	96 hours per year
Non-union	96 hours per year

For AFSCME, PBA, and non-union employees, a maximum of 640 hours for employees hired after 10/01/93, and 960 hours for employees hired prior to 10/01/93, and for IAFF employees, a maximum of 960 hours for employees hired after 10/01/93, and 1440 hours for employees hired prior to 10/01/93, is used for calculations of payout upon death, retirement, or resignation.

For calculation of payout upon death, retirement or resignation, the employee's total hourly rate shall be averaged for the prior five years and using the total rate in effect on September 30th of each year of employment.

3. Bereavement Leave

AFSCME and non-union employees

When there is a death in the employee's immediate family (spouse, father, mother, sister, brother or child, or spouse's father, mother, sister, brother or child; grandparents or grandchildren, or any other blood or marriage relative approved by the City Manager), an employee will be granted a bereavement leave of 3 days where funeral services are in Florida and 5 days where they are outside of Florida. If there is a second death within the calendar year, an additional 3 days of bereavement leave will be granted, regardless of where the funeral services are held.

IAFF employees

When there is a death in the employee's immediate family (spouse, father, mother, sister, brother or child, or spouse's father, mother, sister, brother or child; grandparents or grandchildren, stepfather, stepmother, stepchild, stepsister or brother, half-sister or half-brother, or any person who lives in the same household as the employee and who is a blood relative or related through marriage), an employee will be granted a bereavement leave of 5 calendar days.

PBA employees

When there is a death in the employee's immediate family (spouse, father, mother, sister, brother or child, or spouse's father, mother, sister, brother or child; grandparents or grandchild, or any other blood or marriage relative approved by the City Manager), an employee will be granted a bereavement leave of 3 days where funeral services are in Florida and 5 days where they are outside Florida. If there is a second death within the calendar year, an additional 3 days of bereavement leave will be granted.

4. Jury Duty/Attendance at Court

All employees are given a leave of absence with full pay to report for jury duty. A copy of the notice of jury duty must be submitted to the City upon receipt, and a copy of the notice of dismissal must be submitted to the City upon the employee's return to work. Any compensation received by the employee for jury service must be remitted to the City. Any other compensation over and above that paid for jury service is retained by the employee.

For AFSCME and non-union employees subpoenaed to give testimony in court on behalf of the City, the employee will receive full pay with no loss of time. Employees who testify on their own time on behalf of the City keep any compensation paid pursuant to subpoena.

For a required court appearance by an IAFF employee not on regularly scheduled duty, time spent giving testimony on behalf of the City will be paid premium rate at time and a half with a minimum of 3 hours paid. For time spent not on regularly scheduled duty giving testimony on matters arising out of the performance of the employee's job duties, the employee will be paid premium rate at time and a half per hour not to exceed 8 hours per day nor 40 hours per year. Testifying in union matters is not reimbursable.

For a required off-duty appearance by a PBA employee as a subpoenaed witness resulting from job related responsibilities, the employee will be paid premium rate at time and a half per hour with a minimum of 2 hours paid. When a witness fee or subpoena fee is received, it must be remitted to the City. Any mileage fee can be retained by employees if they used their own vehicle rather than a City vehicle.

5. Leave of Absence

Employees may request unpaid leaves of absence for a temporary, non-work related physical disability not to exceed 90 days; to enter into a course of study calculated to improve the quality of an employee's service, not to exceed 6 months, however, the employee may request an extension for an additional six (6) month period, subject to the approval of the City Manager; or for other good and sufficient reasons as may be determined by the City Manager, not to exceed 90 days. Requests for leave must be submitted in writing to the department head who will forward the requests to the City Manager with a

recommendation. The written requests must contain the reason for the leave and any documentation as back-up, and the length of time desired for the leave, not to exceed the time limits above.

Employees will not be granted an unpaid leave of absence in order to accept other employment. The acceptance of other employment while on leave of absence will be considered an immediate resignation from the City. Failure to return from an authorized leave of absence at the scheduled time will cause an automatic dismissal from employment with the City.

During any authorized leave of absence, employees continue to accrue seniority. Insurance coverage is maintained by the City for a period not to exceed 90 days. Employees returning from leave will be returned to their former classification. If no vacancies exist, employees will be placed in a similar classification until a position in their former classification becomes available.

6. Military Leave

Employees of the City who are in the armed forces are entitled to leave of absence from their positions without any loss of pay, time, or seniority, on all days during which they are engaged in field exercises or other required training. Leave granted under this provision must not exceed 17 consecutive days in any one calendar year. Requests for military leave should be made as early as possible but at least 2 weeks prior to the date the leave is desired. Additional information can be found in Administrative Policy 1004.011.

7. Family and Medical Leave

All employees with at least 1,250 hours of service in the prior year and 1 year of employment with the City are allowed to take paid and/or unpaid leave for medical reasons, for the birth, adoption, or foster care of a child, or for the care of a family member who has a serious health condition, pursuant to the Family and Medical Leave Act of 1993 (FMLA).

Authorized leave is for a period not to exceed twelve work weeks in a twelve month period. This leave can be taken in a single continuous period, intermittently, and/or on a reduced leave schedule. For intermittent or reduced leave, the twelve work weeks are pro-rated according to the number of hours worked on a weekly basis. The twelve month period is measured from the date the leave begins. The next twelve month period begins the first day of a leave taken after the completion of any previous twelve month period.

Eligible employees must notify their supervisor not less than 30 days before the requested leave is to begin, except for an unforeseeable emergency. The employee must complete the Request For Family And Medical Leave form and attach a copy of the Certification By Physician Or Practitioner form. Not providing proper notice could result in a delay in the taking of the leave. In the case of an emergency, employees or their relatives must notify their supervisor and provide certification as soon as is reasonably possible.

Employees are responsible for securing authorization for the leave before commencing the leave. They must make every effort to schedule treatments so that the treatments are minimally disruptive to the operations of the City. They must keep their supervisor informed of their status while on leave. A status update must be provided at least on a bi-weekly basis. And, employees must continue to pay their portion of medical, dental, and life insurance while on leave. Failure to do so will result in the termination of these coverages. In extenuating circumstances, exceptions to the cancellation of insurance coverage can be made at the request of the Department Director and Personnel Director and with the approval of the City Manager.

An employee on authorized medical leave under the FMLA must use sick leave first, then compensatory time, and finally vacation leave when available. An employee on authorized family leave under the FMLA must use compensatory time first, then vacation leave, and finally up to four (4) days sick leave when available. An employee on authorized leave under the FMLA for the birth of a child or for the placement of a child for adoption or foster care first may use sick leave for as long as a physician states that he or she can not perform the duties of his or her job, then must use compensatory time, and finally vacation leave when available. After all paid leave is exhausted, the employee can request unpaid leave as provided for in union contracts or Civil Service Rules.

When employees return to work following a family or medical leave, they will be returned to the same or an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

At the discretion of the City Manager, certain "key" employees may be denied restoration to employment upon expiration of leave. "Key" employees are those salaried employees who are among the highest paid 10% of all salaried and non-salaried employees. The "key" employee must be placed on notice at the time leave is requested that reinstatement may be denied.

Additional details on the Family and Medical Leave policy can be found in Administrative Policy #1004.005/R2.

8. Unauthorized Leave of Absence

An unauthorized absence is a serious violation of City rules. On the first occurrence, an employee is issued a written warning. On the second occurrence within a 12 month period, an employee is suspended for 3 days without pay. On the third occurrence within a 15 month period, an employee will be terminated. Any employee with unauthorized absences on 3 consecutive days will be considered to have resigned. Employees will not be paid for any unauthorized absences.

9. Requests for Leave

An absence form must be filled out prior to any leave. The only exception is if employees do not know in advance they will be absent (i.e. illness, emergency, etc.). The form is to be given to the immediate supervisor as soon as employees become aware that they will be out. The supervisor must then schedule other employees to cover the workload accordingly.

Unless there is an emergency, vacation leave must be requested at least one week in advance.

B. GROUP INSURANCE

1. Health Insurance

All City employees are presently covered by VISTA Health for their health insurance. This insurance plan offers single, double and family coverages with both a health maintenance organization (HMO) and a point of service (POS) option to choose from. The HMO offers a choice of specific physicians and low co-payments per office visit. The POS allows you to select any physician and has low annual deductibles and maximum out-of-pocket expenses. Details on both of these options are available in your VISTA benefits booklet.

Regardless of which option you choose, the City pays 100% of the cost of your coverage and 70% of the cost of your dependents' coverage. Employees are eligible for insurance coverage on the first of the month following 30 days of employment. Effective October 01, 2004, the employee's biweekly deduction and monthly cost are indicated in the table which follows.

2. Dental Insurance

The City currently offers 2 different dental insurance plans. Delta Dental Care offers a DMO plan which is like an HMO for health insurance. Employees select a dentist from their list and pay low co-payments for the services rendered. Delta also offers an indemnity plan where you can select the dentist you want and pay low deductibles and maximum out-of-pocket expenses. Details on these plans are available in their respective brochures.

Regardless of which plan you choose, the City will pay \$5.00 per month towards the cost of single, double or family coverage. Employees are eligible for insurance coverage on the first of the month following 30 days of employment. Effective October 01, 2004, the employee's biweekly deductions and monthly costs are indicated in the table which follows.

3. Life Insurance

The City pays for \$25,000 worth of life insurance and accidental death and dismemberment (AD&D) insurance through Fort Dearborn Life Insurance Company. Eligibility for this insurance begins on the first of the month following 30 days of employment with the City.

Every employee has the option of purchasing additional life insurance for themselves, their spouses and children. Eligibility for this additional life insurance also begins on the first of the month following 30 days of employment with the City. Monthly premium rates are per \$10,000 of life insurance and vary by the employee's age. As of August 1, 2004, the rates are as follows:

Under Age 30	\$ 1.05 per month per \$10,000
30-34	\$ 1.31 per month per \$10,000
35-39	\$ 1.88 per month per \$10,000
40-44	\$ 2.68 per month per \$10,000
45-49	\$ 4.88 per month per \$10,000
50-54	\$ 7.46 per month per \$10,000
55-59	\$11.13 per month per \$10,000
60-64	\$15.12 per month per \$10,000
65-69	\$22.58 per month per \$10,000
70 and over	\$34.34 per month per \$10,000

4. Disability Insurance

The City of Hallandale Beach pays 100% of the cost of a long-term disability insurance policy through CIGNA Insurance Company. This policy provides 50% of your basic monthly earnings, not to exceed \$1,000.00, if you become disabled and unable to work due to a non-work related injury or illness for more than 90 days (or the end of accumulated sick leave, whichever is later).

Employees have the option of paying an additional premium, based on their salary, which increases the benefit percentage to 60% of basic monthly earnings, not to exceed \$5,000. Eligibility for the long-term disability is the first of the month following 30 days of employment with the City.

The City also offers a short-term disability plan through AFLAC designed to complement the long-term disability plan. This additional disability pays for non-work related injuries or illnesses up to a maximum of 3, 6, 12 or 24 months. The waiting period for these policies is either 7, 14, or 30 days for sickness and 0 days for non-work injuries. The premium for these policies is based on the employee's salary. Eligibility for this insurance begins on the first of the month following 30 days of employment with the City. For more information on this contact the Personnel Department to set up a meeting with the AFLAC representative.

5. Personal Recovery Plus

The City offers a supplemental health insurance plan through AFLAC which pays benefits for occurrences of specified health events and for care such as hospital confinement, continuing care, and ambulance transportation. These benefits are paid regardless of when the employee's health insurance pays for the services. For more information on this plan, contact the Personnel Department to set up a meeting with the AFLAC representative.

6. Cancer Expense Protection

The City offers cancer protection insurance plans through AFLAC. Benefits are paid regardless of when the employee's health insurance pays for the services. For more information on these plans, contact the Personnel Department to set up a meeting with the AFLAC representative.

7. Off-the-Job Personal Accident Expense Plan

The City offers an accidental death and injury insurance policy through AFLAC which pays for accidents and injuries occurring off the job. Benefits are paid regardless of when the employee's health insurance pays for the services. For more information on these plans, contact the Personnel Department to set up a meeting with the AFLAC representative.

8. Section 125 Cafeteria Plan

Effective January 1, 1997, the City began offering a Section 125 Cafeteria Plan to all full-time employees. This plan allows employees to have a number of insurance deductions taken out of their pay before taxes. The plan also allows for a Dependent Care spending account where employees set aside a certain amount of money annually which is deducted pre-tax and which is used to pay for qualified care for their children. The plan also allows for an Unreimbursed Medical Expenses spending account where the employee sets aside a certain amount of money annually which is deducted pre-tax and which is used to pay for health insurance deductibles, co-payments, and other medical expenses not covered by the employee's health insurance.

The provider of the Cafeteria Plan, AFLAC, is available to answer any questions you might have on the benefits of this plan.

C. RETIREMENT PLANS

1. General Employees

The City of Hallandale Beach sponsors a retirement plan for all general employees. Police and fire employees and management employees have separate pension plans. Employees who have completed one year of continuous employment and are not over the age of 60 are eligible to join.

Employees in this plan contribute 3% of their salary and the City contributes a percentage of their salary as well. Employees are vested in the plan based on their years of service. Vesting is the time period after which you can draw on the money contributed to the plan. The employee's contribution is always 100% vested. The City's contribution vests under the following schedule:

3 years of service	20%
4 years of service	40%
5 years of service	60%
6 years of service	80%
7 years of service	100%

Employees can draw on their retirement benefits upon any of the following events:

- Retirement -Age 60 and termination of employment
- Early Retirement -Age 55 and 20 years of service and termination of employment
- Termination of Employment -Employee contributions with interest may be taken
- Death

Employees can choose the method of payout on their retirement benefits including a monthly income for the rest of their life, income for the rest of their life and that of a designated beneficiary such as a spouse, a monthly benefit for a set number of years, or a monthly income for life with a percentage to go to a designated beneficiary after the employee's death.

The benefit payable to an employee upon retirement is based on a formula and therefore will vary depending on several variables. Please check the retirement plan brochure for details on the plan and how to calculate your benefit.

2. Police and Fire Employees

Police and Fire employees are eligible immediately for their pension plan. The City contributes an actuarially determined amount annually and the employees contribute 8% of their salary. This plan is administered by Administrative Services, an outside administrator.

Vesting in this plan is 100% after 10 years of continuous service. Employees can draw on their retirement benefits upon any of the following events:

- Retirement -the earlier of the completion of 25 years of service regardless of age or age 52 and the completion of 10 years of service
- Early Retirement -age 45 and the completion of 10 years of service
- Termination of Employment-employee contributions with interest may be taken
- Death

The benefit payable to an employee upon retirement is based on a formula and therefore will vary depending on several variables. Please check the retirement plan brochure for details on the plan and how to calculate your benefit. For additional information, contact Joseph Mastrangelo of Administrative Services, Inc. at 1-800-883-1835, extension 1503.

3. Management Employees

Professional/Management employees are eligible immediately for their pension plan. Professional/Management employees are defined as department heads, assistant department heads and professional positions as determined by the City Manager. The City contributes an actuary determined amount annually and the employees contribute 5% of their salary. This plan is administered by Principal Financial Group.

Vesting in this plan is 100% after 4 years of continuous service. Employees can draw on their retirement benefits upon any of the following events:

- Retirement -the earlier of the completion of 25 years of service regardless of age or age 52 and the completion of 10 years of service
- Early Retirement -age 45 and the completion of 10 years of service
- Termination of Employment-employee contributions with interest may be taken
- Death

The benefit payable to an employee upon retirement is based on a formula and therefore will vary depending on several variables. Please check the retirement plan brochure or the Plan Administrator, Principal Financial Group, for details on the plan and how to calculate your benefit.

D. DEFERRED COMPENSATION

All City employees are eligible to contribute to the City's Section 457, deferred compensation plan. This plan is an employee-contribution-only pension plan where the employee pays no taxes on the amount contributed until disbursements begin from the plan.

Under Section 457 of the Internal Revenue Code, employees may defer a maximum of 100% of their salary, up to \$14,000 per year, into this deferred compensation plan. This plan is also administered by the ICMA Retirement Corporation. Employees are eligible for this plan immediately upon hiring.

A representative from ICMA is available to answer your questions every month in the Personnel Department.

E. MANAGEMENT BENEFIT PLAN

Management Benefits are divided into three tiers. The first tier, the City Manager, Deputy City Manager and all Department Heads are eligible for a management benefit of 100% paid medical and dental premiums for employee and dependents and \$1,000 per year. This money can be used to pay for any of their insurance deductions for the year. The second tier, Assistant Directors and other positions as determined by the City Manager are eligible for a management benefit of 100% paid medical and dental premiums for employee and 90% paid for dependents \$700 per year, also to be used to pay for insurance deductions. The third tier, supervisory and/or professional positions at the City Manager's discretion, are eligible for a management benefit of 100% paid

health and dental premiums for employees and 80% paid for dependents. No additional money is allotted for third tier management benefits.

Management employees are responsible for any deductions which exceed the benefit amount. Contact the Personnel Department for more information on these plans.

F. RETIREMENT PAYOUT-20 YEARS OF CONTINUOUS SERVICE

Those Civil Service employees who retire from the City with at least 20 years of service are entitled to a retirement payout. This payout is an additional 240 hours of pay over and above the employee's regular pay, vacation pay and other benefits accrued upon retirement.

G. HALLANDALE EMPLOYEES' LIFECHOICE PROGRAM (H.E.L.P.)

The H.E.L.P. program consists of different ways the City helps employees with their day-to-day problems. Questions on any of the H.E.L.P. components should be directed to the Personnel Department.

1. Employee Assistance Program

The Employee Assistance Program (EAP) helps employees and their families deal with any type of personal problems in a confidential setting. Employees and their eligible family members may use the program at no charge for up to 5 sessions per problem, per incident. This service is contracted out to Cigna Behavioral Health. To use the EAP, simply call 1-800-554-6931, identify yourself as a City of Hallandale Beach employee, and ask to schedule a counseling session. All sessions are confidential.

2. Wellness Program

The Wellness Program provides information to employees on health-related topics. This information is provided through an annual health fair, brown-bag lunch programs, and informational programs for departmental staff meetings. In addition, the Wellness Program encourages employee participation in the Premier Health and Fitness Center discounted-membership program. Employees can join Premier at rates lower than the general public. For more information, contact the Personnel Department.

H. TUITION REIMBURSEMENT

The City of Hallandale Beach encourages its employees to improve their job performance and to prepare for career advancement with the City. With that in mind, the City offers tuition reimbursement for certain degrees for employees who meet the following requirements:

1. The employee's most recent performance evaluation must reflect a "satisfactory" or higher rating.
2. Employees must have permanent, full-time status to be eligible for the reimbursement.
3. Employees are only reimbursed for the hours necessary to earn one Bachelors Degree or for one Masters Degree. The degree must relate directly to the employee's area of employment. There is no reimbursement for hours earned towards a Doctorate Degree.
4. Approved courses are reimbursed at 100% for an "A" or "B", 75% for a "C" or "P" in a Pass/Fail course, and there is no reimbursement for grades of "D" or "F".
5. To receive reimbursement, employees must submit an application to their immediate supervisor within two (2) weeks after the start of class and if accepted, must show proof of satisfactory completion at the end of the course.
6. Employees will be reimbursed for courses taken at a private university at a credit hourly cost not to exceed that of state colleges or universities.
7. An employee who voluntarily terminates employment with the City within 2 years of receiving reimbursement must return the refund immediately or it will be deducted from their final paycheck.

For more details on the application process, what is or is not reimbursable, and other pertinent information, refer to Administrative Policy #1004.006/R5 or your respective union contract.

IV. EMPLOYEE RELATIONS

A. Disciplinary Actions

Disciplinary actions available to department heads and their designees for Civil Service employees are oral warnings, written warnings, suspensions without pay, demotion, and dismissal. The Civil Service Rules list 41 grounds for dismissal, suspension, and demotion. Employees should review this list upon being hired.

The dismissal of Civil Service employees must begin with the department head serving the employees with a written notice of discharge, along with the facts of the case in enough detail to enable the employees to defend their position. The notice must also let the employees know that they have the right to appeal.

Appeals of suspensions or dismissals are made to the Civil Service Board whose recommendation then goes to the City Manager for approval, reversal or modification of the decision.

All of the City's collective bargaining agreements contain additional procedures for an employee to pursue a grievance based on a violation of these agreements. Employees should review their respective collective bargaining agreements for details on these procedures.

B. OUTSIDE EMPLOYMENT

No full-time, Civil Service employee is allowed to hold any other position, or pursue any other gainful occupation, except if connected with the employee's regular position, without first obtaining the permission of the department head, the City Manager, and the Civil Service Board. Any violation of this rule is considered grounds for dismissal.

Outside duties taken by police employees would fall under those positions connected with the employee's regular position. Employees should check with their department head or the Personnel Department before taking any additional position to verify whether the required permissions are necessary.

C. EMPLOYEE HARASSMENT

The City has established a policy against sexual, ethnic, racial or religious harassment. It is the policy of the City to take affirmative action to prevent such undesirable conduct as much as possible, and to deal with infractions in a fair, impartial and speedy manner. Employees violating this policy are subject to disciplinary procedures up to and including dismissal.

The victims' responsibilities are to place offenders on notice that their actions are considered to be offensive and must stop immediately, to document further infractions, and to report any continued violations of this policy to either the Affirmative Action Officer at X462, the Director of Personnel/Labor Relations at X348 or to any supervisor.

The supervisor's responsibility is to take all complaints seriously and to report allegations of harassment to the department director.

The Affirmative Action Officer's responsibilities are to notify department directors of complaints affecting their department so that an impartial investigation can be conducted and to notify the Director of Personnel/Labor Relations.

The department director's responsibilities are to see that all allegations of harassment are investigated and properly adjudicated and to keep a written record of the case.

The Police Department may play a role when a review of the facts surrounding an allegation of harassment determines that the facts are substantiated and the severity of the charges necessitates an in-depth investigation. The Police Department can be called in by a written request of the affected department director. After the investigation is complete, the Police Department will send a written report of its findings to the department director for final disposition.

Questions concerning your rights and responsibilities in cases of harassment should be directed to your respective department director or to the Affirmative Action Officer or, if they are not available, to the Director of Personnel/Labor Relations.

Additional information can be found in Administrative Policy #1003.009/R3.

D. POLITICAL ACTIVITY

Employees are prohibited from engaging in the following political activities:

1. Utilizing City property to influence or attempt to influence the results of a City election.
2. Utilizing their positions to influence or to attempt to influence the results of a City Commission election.
3. Personally soliciting votes for or against any candidate for the City Commission.
4. Soliciting, during working hours or while on duty in the course of their employment, any contribution, whether money, goods or services, to or for the benefit of any candidate for elective City office or any political party or organization supporting any such candidate.
5. Using their official position, authority or influence for the purpose of interfering with or affecting the results of any City election, or influencing the selection of candidates for political office.
6. Prior to filing or formally registering as a candidate for City elective office, employees shall submit their resignation as an employee.

In addition, Administrative Policy 1003.029, Speech Rights and Obligations, provides more information on this subject.

E. USE OF CITY VEHICLES

Any employee using a City vehicle must have a valid Florida driver's license in good standing.

Prior to using any City vehicle, employees will check to see if the vehicle gas card is in its designated location, log in their name and the odometer reading on the appropriate line of the daily vehicle log sheet, and log out after returning the vehicle by writing down the ending odometer reading. These rules may vary by department and by the type of vehicle (i.e. fire trucks, sanitation vehicles, etc.).

In addition to the take home vehicles approved for police officers and sergeants through their union contract, other employees are permitted to take a City vehicle home at the discretion of the City Manager. Employees must always follow departmental and administrative policies for vehicle usage under all circumstances.

F. DRUG-FREE WORKPLACE

The City of Hallandale Beach is a drug-free workplace. What this means to the employees is that they are prohibited from manufacturing, distributing, dispensing, possessing, or using any controlled substances. Employees are also required to report any convictions of criminal statutes for drug violations occurring in the workplace within 5 days of the conviction.

As part of this policy, all applicants for positions with the City are tested for drugs at certified laboratories. Applicants who test positive will not be hired. Also, pursuant to certain Department of Transportation rules, employees holding Commercial Driver's Licenses and who are in safety sensitive positions are subject to reasonable suspicion and random drug and alcohol testing. Administrative Policy #1002.003 contains details on this program.

The Employee Assistance Program is available to help any active employee who may have a substance abuse problem.

G. EMPLOYEE SUGGESTION PROGRAM

All employees are encouraged through the Employee Suggestion Program to make suggestions on how to improve efficiency or productivity, speed up services, perform tasks safer, or to provide the solution to a problem. This program provides awards including certificates, plaques or even cash for suggestions which accomplish these goals and meet certain other criteria.

All employees are eligible to submit their suggestions in writing except members of the Commission and appointed advisory boards, members of the Suggestion Committee, Department Directors and Assistant Directors, the City Manager and Deputy City Manager, and the City Attorney and Assistant City Attorney.

Administrative Policy #1001.002/R2 details the program including which types of suggestions are not eligible, the time frames and awards involved, and the role of the Suggestion Committee. Contact the Personnel Department if you need any additional information.

H. RECYCLING

The City of Hallandale Beach actively participates in an office waste paper and newspaper recycling program. Materials to be recycled include newspapers, white ledger paper, computer printouts, mixed papers, and shredded papers.

Employees have at their desk, or in their department, containers for the recyclable materials. Employees are prohibited from placing recyclable materials in regular garbage cans.

For further details on this program, refer to Administrative Policy #2020.005/R2.

I. EMPLOYEE I.D. CARDS

All employees of the City of Hallandale Beach are issued a photo I.D. card. These cards must be carried by all employees during working hours and can be displayed openly through the use of the attached clip. All cards are issued by the Police Department at the request of Personnel for new hires and the department director for lost or stolen cards.

Administrative Policy #1003.012/R1 discusses I.D. cards in more detail including what to do if one is lost.

