

# Coral Springs Improvement District

## Employee Handbook



02/23/2022

## **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Coral Springs Improvement District. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Coral Springs Improvement District adheres to the policy of employment at will, which permits the District or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No District representative other than Director of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate District documents. These District documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general District guidelines. The District may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Director of Human Resources.

This handbook supersedes all prior handbooks.

This handbook initially approved on November 19, 2018 by the Coral Springs Board of Supervisors.

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## **Section 1 - Governing Principles of Employment**

### **1-1 Introduction**

For employees who are commencing employment with Coral Springs Improvement District ("Coral Springs Improvement District" or "the District"), on behalf of Coral Springs Improvement District, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Coral Springs Improvement District. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Dr. Martin Shank, President

### **1-2 Equal Employment Opportunity**

Coral Springs Improvement District is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, gender identity, pregnancy, childbirth or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The District will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Head of Human Resources know.

The District will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the District's operations. If employees wish to request such an accommodation, they should contact the Head of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Head of Human Resources. The District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Head of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### **1-3 Non-Harassment**

It is Coral Springs Improvement District's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, political affiliation, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Director of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Director of Utilities. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the District will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## **1-4 Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect District property, and to ensure efficient operations, Coral Springs Improvement District has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the District.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on District premises, while on District business (whether or not on District premises) or while representing the District, is strictly prohibited. Employees and other individuals who work for the District also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The District maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any District employee, including themselves.

## **1-5 Workplace Violence**

Coral Springs Improvement District is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to District and personal property.

Coral Springs Improvement District does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Coral Springs Improvement District specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Coral Springs Improvement District does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in District policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any District employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto District premises.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Coral Springs Improvement District's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the District determines, after an appropriate good faith investigation, that someone has violated this policy, the District will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the District to be aware of any potential danger in its offices. Indeed, the District wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

## **1-6 Nature of Employment**

This handbook is intended to provide you with a general understanding of the personnel policies of the District and to answer many common questions. You are encouraged to review all the policies in the handbook and become familiar with them.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind. Since employment at the District is based on mutual consent and is at will pursuant to Florida Law, either you or the District have the right to end the employment relationship at any time, with or without cause or advance notice.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will.

## **1-7 Employee Relations**

We believe that the work conditions, wages, and benefits we offer to the District employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor in a professional manner.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the District amply demonstrates its commitment to employees by responding effectively to employee concerns,

## **1-8 Customer Relations**

Customers are among the District's most valuable assets. Each of you represents the District to our customers and the public. The way we do our jobs presents an image to our customers and the general public. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to the Director of Operations or the District Manager for appropriate action. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but the District as a whole. Positive customer relations will enhance the public's image of the District, and pay off in greater customer loyalty.

## **1-9 Immigration Law compliance**

The District is committed to employing only United States citizens and resident aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with the District within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At the District you can raise questions or complaints about immigration laws compliance without fear of reprisal.

## **1-10 Conflicts of Interest**

District employees are prohibited from accepting gifts, gratuities or entertainment from individuals or firms doing business with the District. Receiving gifts or other items places the employee in a difficult position which could create embarrassment

or a conflict of interest for the employee and the District. Therefore, all gifts of this nature must be courteously refused.

All employees shall behave in a completely ethical, truthful, and honorable manner in all dealings with the public and other District employees. To avoid misunderstandings and conflicts of interest, the following policies are adopted in accordance with Chapter 112, Florida Statutes, Code of Ethics for Public Officers and Employees.

1. No employee acting in his or her official capacity shall either directly or indirectly purchase, rent or lease any realty, goods, or services for the District from business entity in which he or his spouse or any of the children, parents, grandparents or grandchildren of the employee or his spouse is an officer, partner, director, or proprietor or in which the employee or his spouse or any of the children, parents, grandparents or grandchildren of the employee or his spouse, or any combination of them has a financial interest.
2. No employee acting in a private capacity, shall rent, lease or sell any realty, goods, or service to the District.
3. No employee shall use or attempt to use his or her position, or any property or resource which may be within his or her trust, to secure special privileges, benefits or exceptions for himself, herself or others.
4. No employee shall have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of, or is doing business with the District.
5. No employee shall accept employment or engage in any business or professional activity which he might reasonably expect would require him or her to disclose confidential information acquired by him or her by reason of his or her official position.
6. No employee shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of another person or business entity.

### **1-11 Disability Accommodation**

The District is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures provide meaningful employment opportunities for persons with disabilities. Pre-employment inquiries are made only in regard to an applicant's ability to perform the duties of the position. Post-offer medical exams are required only for the positions with a bona fide job-related physical requirement. Any exam given is only after a conditional job offer has been made. Medical records shall be maintained in compliance with Federal Law.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation to meet the accommodation and not the disability of the individual. All individuals who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with ADA and all other applicable federal, state, and local laws.

### **1-12 Life-Threatening Illness in the Workplace**

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life threatening illness to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

If you have a question or concern about life-threatening illnesses, we encourage you to contact the Human Resources Administrator for information and referral to appropriate services and resources.

## Section 2 - Operational Policies

### 2-1 Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Understanding the definitions of the employment classifications at the District is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with the District is based on mutual consent, either you or the District have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by the District management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

**Regular Full-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work at least 40 hours per week and is hired for an indefinite period of time. Generally, regular full-time employees are eligible for all the District benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**Regular Part-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week. Regular part-time employee are eligible for some District benefit programs, such as health insurance, subject to the terms, conditions, limitations of each benefit program some of which are mandated by the state of Florida and the Federal Government under the guidelines of the Patient Protection and Affordable Care Act. Regular part-time employee will receive paid leave benefits on a pro-rated basis.

**Part-Time Employees** - are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 30 hours per week. While part-time employees receive all legally mandated benefits ( such as Social Security

and workers' compensation insurance), they are ineligible for other District benefit programs.

**Introductory Employees** - are employees whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**Temporary Employees** - are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance) they are ineligible for all other District benefit programs.

## 2-2 Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with Coral Springs Improvement District. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the District provided their last day of service was within 6 months days of again becoming an active employee. Human Resources will discuss this issue with any rehired employee upon hire.

## 2-3 Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Head of Human Resources of any changes. Employees also should inform the Head of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or

an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

## **2-4 Working Hours and Schedule**

Because of the nature of our operations, your defined work week may vary, depending on your job or department assigned. The standard work week is a seven day period beginning at 12:01 A.M. Wednesday and ending at 12:00 P.M. the following Tuesday. Overtime will be paid to non-exempt employees for hours worked in excess of 40 hours in a work week.

Work schedules for the District vary throughout. The normal schedule for all employees is 8 hours a day, 5 days a week. Your supervisor will advise you of the times your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well variations in the total hours that may be scheduled each day and week. Schedules may change depending on staffing needs. There is no guaranteed work schedule, nor does the District make any such guarantee of schedule assignment based upon any certificate or license held or to accommodate outside employment or personal issues.

Any deviation from the work hours established for your area must be pre-approved by your supervisor. The scheduled normal work day should not be construed as a guarantee of hours nor a limitation on the assignment of hours worked. You will be expected to work all assigned or scheduled work hours.

In some cases, we may offer flexible scheduling, or flextime, to allow employees to vary their starting and ending times each day within established limits. We make flextime possible if a mutually workable schedule can be negotiated with the supervisor involved. In no circumstance is a flexible schedule guaranteed. However, such issues as staffing needs, your performance, and the nature of your job will be considered before approval of flextime. You should consult your supervisor to request participation in the flextime program.

## **2-5 Timekeeping Procedures**

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. You always need to receive advance supervisory approval before working any overtime hours.

We consider attempts to falsify time keeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employees time record.

If you are a nonexempt employee, you should not start working more than seven (7) minutes before your scheduled starting time. You should also not continue working more than seven (7) minutes after your scheduled ending time. The only time you can start earlier or work later is with prior authorization from your supervisor.

All employees are required to submit time sheets on the form provided by your Human Resources department regardless of whether you are exempt or nonexempt. Exempt employees only need to report exception time other than work time such as vacation, sick, or personal leave.

You are responsible for signing your time record to certify the accuracy. Your supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

## 2-6 Overtime

There may be times when the District cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We strive to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Under Federal guidelines overtime pay is based on actual hours worked. For this reason sick leave is not considered hours worked for the purpose of calculating overtime pay. The FLSA forbids employers from granting compensatory time off to their employees in lieu of overtime compensation.

Failure to work scheduled overtime, emergency overtime, or overtime worked without prior authorization from the supervisor will result in disciplinary action, up to and including possible termination of employment.

For the purpose of determining overtime vacation, personal leave and holiday pay will be considered as time worked. Sick leave will not be used in this calculation.

## **2-7 Safe Harbor Policy for Exempt Employees**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Coral Springs Improvement District. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- half day absences for personal reasons;
- half day absences for sickness or disability;
- half day disciplinary suspensions for infractions of our written policies and procedures;
- family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact Director of Human Resources or any other supervisor in Coral Springs Improvement District with whom the employee feels comfortable.

## **2-8 Your Paycheck**

The employee will be paid bi-weekly for all the time worked during the past pay period.

Paydays are Friday, (26 times annually). Each paycheck includes earnings for all work performed through the end of the payroll period.

If a regularly scheduled payday falls on a day off, such as a legal holiday, you will be paid on the last work day before the regularly scheduled payday.

Payroll stubs itemize deductions made from gross earnings. By law, the District is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of your Supervisor immediately so the District can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

## **2-9 Direct Deposit**

For your convenience the District has elected the process of direct deposit into your authorized account/accounts. When you select direct deposit, you receive an itemized statement of wages on pay days instead of a paycheck.

## **2-10 Salary Advances**

Coral Springs Improvement District does not permit advances on paychecks or against accrued paid time off.

## **2-11 Performance Review**

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. Formal written performance evaluations are conducted at the end of your initial time, or introductory period, in any new position. The introductory period gives you and your supervisor the opportunity to evaluate job performance, standards, and performance requirements. In addition, the District wants to ensure that you and your supervisor have scheduled, formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees is generally evaluated on an ongoing 6 month cycle, beginning at the end of the fiscal year.

The District awards merit-based pay adjustments in recognition of employee performance, however, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

## 2-12 Job Postings

Coral Springs Improvement District is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The District reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employee's efforts to gain experience and advance within the District.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

## 2-13 Employment Applications

The District relies on the accuracy of the information provided on the employment application, as well the accuracy of other data presented during the hiring process and employment. If there are any material misrepresentations, falsifications, or material omissions, in any of this information, we shall exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

## **2-14 Job Descriptions**

The District makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities, qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Administrator and the hiring department manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. In no way can a written job description completely outlay all of the duties that you may be requested to perform. You can contact the Human Resources Administrator if you have any questions or concerns about your job duties.

## **2-15 Salary Administration**

The salary administration program at the District was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. We periodically review our salary administration program and restructure it as necessary. We may award merit-based

pay adjustments in conjunction with superior employee performance as documented by our performance evaluation process.

If you have any questions about pay practices for your department, you can talk with your supervisor. The Human Resources Department is also available to answer questions about the District's salary administration program.

## **2-16 Employment Reference Checks**

To help select the best person for the job, the District checks the employment references of job candidates.

The Human Resources Department will respond in writing when we receive a written request for a reference check. We will confirm only employment dates, salary information, and the positions held.

## **2-17 Outside Employment**

Outside employment is defined as any paid employment performed by an employee in addition to his-her employment with the District. The following criteria shall apply to outside employment:

- Such employment shall not interfere with the efficient performance of the employee's duties.
- Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- Such employment shall not involve the performance of duties which the employee should perform as part of his-her employment with the District.
- Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on vacation leave.
- No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his-her request for permission to engage in such employment or beyond that period approved by the District whichever is less. The District reserves the right to revoke approval of outside employment if it later determines that such outside employment poses a conflict with or is incompatible with District employment.
- Any employee accepting outside employment under the terms of these provisions shall make arrangements with the outside employer to be relieved from his-her outside duties if and when called for emergency service by the District.

- Request for approval of outside employment must be reviewed and approved by an employee's supervisor and the Director of Operations or the District Manager.

## **2-18 Non-Disclosure**

It is vital to the interests and success of the District that we protect our confidential business information and trade secrets.

All documents exempt from public records review pursuant to Chapter 119, Florida Statutes or Federal Law will be maintained as confidential records.

You may be asked to sign a non-disclosure agreement as a condition of your employment.

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

## **2-19 Application of Transfer to Other Departments**

The District Offices provides employee an opportunity to indicate their interest in open positions and advance withing the District according to their skills and experience.

To be eligible to apply for a position within another department you must have performed competently for at least 365 calendar days in your current position. If you have a written warning on file, or on a probation or suspension, you may not be eligible to apply for the available position. You may only apply for a position for which you possess the required skill, competencies, and qualifications. In addition to the above we use your attendance as a measure to determine job transfers. Poor attendance may result in a missed opportunity to seek a job transfer.

To apply for an open position, submit your application to the Human Resources Department listing your job-related skills and accomplishments. You should also describe how your current experience with the District and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within the District.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is the best interest of the District.

## **2-20 Administrative Pay Corrections**

The District takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of the pay you receive, you should promptly advise your Supervisor so that the discrepancy can be corrected as quickly as possible.

## **2-21 Pay Deductions and Setoffs**

The District is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." The District contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

The District offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary to take "pay setoffs" as a result of a court order from your paycheck. Pay setoffs are pay deductions taken by the District, usually to help pay off a debt or obligation to us or to others.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor.

## 2-22 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the District has established a workplace safety program. This program is a top priority at the District. The Safety Coordinator is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include, but not limited to, supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. The District also has a safety group and has regular consultation assistance with our risk management that assists in these activities and helps facilitate effective communication between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor, another supervisor, or the Safety Coordinator. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish and you can make a report without fear of reprisal.

You are required to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate District safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify your supervisor or the Safety Coordinator. Prompt reporting can ensure legal compliance and prompt and proper initiation of insurance and worker's compensation benefits procedures.

In any accident/injury a post-accident drug test is mandatory.

## **2-23 Emergency Closings**

There could be times when emergencies, such as severe weather, fires, power failures, or hurricanes, may disrupt out normal business operations. In extreme cases, these circumstances may require that we close the work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid. The closing will be mandated by management decision. You will be required to call the main number of your facility for a recorded message, or call your manager and will be given sit-specific emergency closing procedures prior to any foreseeable event for instruction in such cases where there is a possibility of a facility closing.

If the District is not officially closed during an emergency, you are expected to report to work. If you do not report to work, you will not be paid for the time off. You must contact your supervisor every day prior to your normal work shift to learn the most current and up to date information regarding District operation. If you do no report to work or fail to notify your supervisor after three days we will assume you have abandoned your job.

In some instances you may request unused paid leave such as vacation or personal time.

## **2-24 Rest and Meal Periods**

In most cases full-time employees are provided one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

Employees that work within a 24 hour shift operation (plant operators and trainees), meal breaks are not scheduled. Plant staff are allowed meal breaks only when the time does not conflict with plant operation. Because of the monitoring requirements associated with plant operations, operators are encouraged to bring their lunch to work. Plant operators must have permission from their supervisor to leave the facility at all times and under no circumstances shall the operator leave when he/she is by themselves on any given shift.

In cases where there is more than one plant operator on duty, takeout food is allowed at the sole discretion fo the Department Manager. In such cases a reasonable amount of time to obtain food and immediately return to the plant facility is expected. A reasonable amount of time allows travel to and from and should never

exceed 15 minutes. In every case personal transportation must be used when leaving the facility for your own personal business. District provided vehicles are to be used for business purposes only.

The District allows meals to be delivered to the facility but they may only be accepted at the front gate. Food service associates or any other vendors are not permitted on District grounds.

## Section 3 - Benefits

### 3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Coral Springs Improvement District's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Coral Springs Improvement District provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Coral Springs Improvement District (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the District intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. For the purpose of this policy the District offers no post-retirement benefits.

If employees have any questions regarding benefits, they should contact the Director of Human Resources.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- AFLAC
- Direct Deposit
- 401 (a) Defined Contribution Plan
- 457 (b) Savings Plan
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Employee Health Program
- Family Leave
- Flextime Scheduling
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability Insurance
- Medical Insurance
- Medical Leave
- Military Leave
- Personal Leave
- Short-Term Disability Insurance
- Sick Leave Benefits
- Supplemental Life Insurance
- Supplemental Short-Term Disability Insurance
- Uniform Provisions and Maintenance
- Vacation Benefits
- Vision Care Insurance
- Voting Time Off

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by the District.

### **3-2 Paid Holidays**

Full-time, Part-time employees will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

If a recognized holiday falls during the eligible employee's paid absence such as vacation, holiday pay will be provided instead of the paid time off benefit that would otherwise have been applied. If a recognized holiday falls during the eligible employees's sick absence medical certification must be provided to receive holiday pay.

In addition to the recognized holidays previously listed, eligible employees will receive 2 personal holidays (16 hours) in a calander year. To be eligible employees must complete 90 calander days of service in an eligible employment classification. To use a personal holiday, you should first request advance approval from your supervisor.

Holiday pay will **not be** counted as hours worked for the purpose of determining overtime.

### 3-3 Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Employees accrue paid vacation time as follows:

- Regular full-time employees
- Regular part-time employees (pro-rated rate depending on length of service)

The amount of paid vacation time you receive each year increases with the length of your employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 80 vacation hours each year, accrued at a bi-weekly biweekly rate of 3.0770 hours.
- After the completion of five (5) years of eligible service the employee is entitled to 120 vacation hours each year, accrued at a rate of 4.6154 hours
- After the completion of fifteen (15) years of eligible service the employee is entitled to 160 vacation hours each year, accrued at a biweekly at the rate of 6.1539 hours.
- After 20 years of eligible service the employee is entitled to 176 vacation hours each year, accrued at the rate of 6.7693 hours.
- After 25 years of eligible service the employee is entitled to 200 vacation hours, accrued biweekly at the rate of 7.6923 hours.

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except a military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in the policy. However, before you may use vacation time, you must complete a waiting period of 365 calendar days. After the waiting period, you may request to use earned vacation time including vacation time that accrued during the waiting period.

With prior approval, hourly employees may use vacation time in minimum increments of one hour. Salaried employees may take vacation in half-day increments. To schedule vacation time, you should first request advance approval from your supervisor, a minimum of 30 days prior request is expected for vacation leave. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. Emergency vacation requests will be viewed on an individual case basis depending on scheduling requirements.

Vacation paid time off will **not be** counted as hours worked for the purpose of determining overtime.

We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of each benefit year, you may carry over the unused the time to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to two times the annual vacation amount, your vacation accruals will stop. When you use vacation

time again and the available amount falls below the cap, your vacation accruals will resume.

Vacation benefits may not be applied to run concurrent with any form of disciplinary reprimand. You **MUST** work the day before and the day after any disciplinary action for benefits to apply.

Full time employees are eligible to convert accrued vacation time to cash at a rate of 100% of the employee's hourly pay rate at the time of cash out on a District determined annual basis provided:

A. The employee must have been employed at the District for one year or more.

B. All vacation converted to cash shall be eliminated at the time of payment and the employee is only eligible for paid vacation for the number of hours left in the accrual (and thereafter accrued) after payment.

All regular full time employees will have payment made at the specified rate below:

120 Accrued Vacation Hours or more available = eligibility of 40 hour cash out.

220 Accrued Vacation Hours or more available = eligibility of 80 hour cash out.

300 Accrued Vacation hours or more available = eligibility of 100 hours cash out.

360 Accrued Vacation Hours or more available = eligibility of 120 hour cash out.

Conversions must be done in increments of eight (8) hours.

Conversions will be granted one time a year.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

### **3-4 Paid Personal Days**

Full-time employees are eligible to accrue up to two paid personal days (16 hours) per calendar year on a pro-rata basis. However, during the calendar year in which a full-time employee is first hired, those full-time employees hired after June 30 will be eligible to accrue personal days on a pro-rata basis and to use up to one (1) paid personal days. Any additional personal time that must be taken by eligible employees generally will be unpaid.

Part-time employees accrue personal days in a similar manner to full time employees, except on a pro-rated basis depending upon the number of hours they work.

Accrued, unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

Personal days must be used in at least half-day increments.

Personal paid time off **will not** be counted as hours worked for the purpose of determine overtime.

Personal days must be scheduled at least two weeks in advance. Management reserves the right in its sole discretion to deny any requests.

Advanced but unaccrued personal days will be deducted from your final paycheck, to the extent permitted by law.

### 3-5 Sick Days

The District provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment classifications are eligible for sick leave.

- Regular full-time employees
- Regular part-time employees (1/2 rate)

Sick leave benefits accrue at the rate of 10 days per year (3.0770 hours per bi-weekly pay period), beginning upon the date of employment. Eligibility for Sick leave benefits are calculated on the basis of a "benefit year." This is the 12 month period that begins when you start earning sick leave. Sick leave accrual will cap at 960 hours or a maximum of 24 weeks.

Employees can request use of paid sick leave after completing a waiting period of 6 months (182 calendar days) from the beginning of your accrual. Paid sick leave can be used in minimum increments of **one** hour. Salaried employees may take sick leave in increments of one half day (4 hours) or a full day (8 hours). You may use sick leave benefits for an absence due to your own illness or injury, or that of your spouse, child, parent, domestic partner, same-sex partner, or their parent, or child.

For the purpose of calculating overtime sick leave is not considered time worked. An employee must provide medical certification for sick absences that fall the day before or the day after a holiday for the purpose of receiving holiday pay.

If you are unable to report to work due to illness or injury, you are required to verbally notify your supervisor before the scheduled start of your workday. If your supervisor is not available or you receive a voice message you **must** continue to contact the next level of management until you have verbally notified your employer of your intended absence. **Voice mail messages and or text messages of your absence are not considered acceptable notification.** Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, you must provide a physician's verification that you may safely return to work.

If an employee uses more than five (5) sick days per year without a doctor's written excuse he/she may be ineligible for promotion or transfers. Annual merit based salary increases will be reduced up to 50% due to five (5) or more absences without medical certification from your medical provider.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differential.

As an additional condition of eligibility for sick leave benefits, an employee on an extended leave (30 calendar days or more) must apply for any other available compensation and benefits, such as workers compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the District provided disability insurance program. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

All regular employees (or their beneficiaries in the case of death) will have payment made for unused sick leave at the rate specified in the table below for the total number of hours accumulated, but not taken, upon termination of employment, retirement or death but at a rate not to exceed 480 hours.

Continuous Years of Service   Percent of Accumulated Sick Leave

Less than 5 full years 0%

More than 5 full years, but less than 15 full years 25%

More than 15 full years 50%

Routine dental and medical appointments must be scheduled in advance with your supervisor. All efforts should be made to schedule such appointments before or after working hours.

Sick leave benefits may not be applied to run concurrent with any form of disciplinary reprimand. You must work the day before and the day after disciplinary action for sick leave benefits to apply.

Sick paid time off will **not** be counted as hours worked for the purpose of determining overtime.

### 3-6 Maternity Benefits

The District will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. We will evaluate such leave requests according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

If you request time off for a pregnancy or childbirth reason (such as bonding or child care) that is not related to a medical disability for those conditions, we will treat the request in the same way as we would consider a request for unpaid Family Medical Leave (FMLA).

### 3-7 Workers' Compensation

The District provides a comprehensive workers' compensation insurance program to train our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate

reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly possible and also lets The District investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither the District or our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

### 3-8 Jury Duty

Coral Springs Improvement District realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the District during such week.

Jury paid time off will **not be** counted as hours worked for the purpose of overtime.

### 3-9 Bereavement Leave

In the event that you need to take time off due to the death of an immediate family member, the District provides bereavement leave. To request bereavement leave, see your supervisor. Immediate notification to your supervisor for scheduling purposes is expected.

We grant up to 3 days (24 hours) of paid bereavement leave to eligible employees who require local participation and up to 5 days (40 hours) for employees who require out of state participation in the following employment classifications:

- Regular full-time employees
- Regular part-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives commissions, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also with supervisory approval, use any available paid leave benefits, such as vacation, sick leave, or FMLA (not paid) for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, domestic partner, same-sex partner, parent, grandparent, child, grandchild or sibling or your siblings spouse; your domestic partner's, or same-sex partner's parent, grandparent, child, grandchild or sibling or sibling s spouse; your child's spouse, domestic partner's, or same-sex partner's child, or grandchild.

Bereavement paid time off **will not** be counted as hours worked for the purpose of determine overtime.

### 3-10 Voting Leave

The District encourages you to fulfill your civic responsibilities by voting in elections. Generally, we expect that you will be able to vote either before or after work hours, request an absentee ballot, or participate in early morning. However, if you cannot vote during your nonworking hours, we will grant up to 2 hour of paid time off to vote.

In order to accommodate your absence, you should request the time off from your supervisor at least two working days prior to an election day.

To qualify for the paid time off, we ask that you show your voter's receipt to your supervisor for the first working day after th election.

Voting paid time off will **not be** counted as hours workedfor the purpose of determine overtime.

### 3-11 Insurance Programs

The health insurance plan at the District offers employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following classifications are eligible to participate in the health insurance plan upon

satisfactory completion of your 60 day introductory period and first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the District and the insurance carrier. Proof of dependent relationship will be required.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy in this handbook for more information.

When you become eligible, you will receive an Summary Plan Description (SPD) and rate information prior to the enrollment date. For questions about health insurance and the most current available plan information contact the Human Resources Department.

### **3-12 Short-Term Disability**

The District provides short-term disability (STD) benefits to eligible employees who are unable to work because of a qualifying disability resulting from an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan upon completion of your 90 day introductory period and the first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

If the disability condition arises from pregnancy or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working. If the disability is covered by workers' compensation, it is excluded from STD coverage.

You will find details about the STD benefits plan including benefit amounts in the Summary Plan Description. If you have questions about STD benefits, contact the Human Resources Director for more information.

### **3-13 Salary Continuation**

Coral Springs Improvement District provides enhanced monetary short-term and long-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by Coral Springs Improvement District. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

### **3-14 401 (a) Money Purchase Pension Plan & Trust**

The District has adopted a 401 (a) Money Purchase Pension Plan & Trust ("Plan") administered through Nationwide Financial Trust Company, FSB. The Plan has been adopted for the purpose of encouraging and rewarding long and loyal service to the District by providing employees additional financial security at retirement and to provide funds for their beneficiaries in the event of their death.

To be eligible to join the 401 (a) Money Purchase Pension Plan you must have completed 3 months (90) days of service and be 18 years of age or older. The District will begin making bi-weekly contributions of 6% based upon your gross earnings upon the first day of the "Plan" year quarter coinciding with or next following the date on which such requirements are met.

Eligibility requirements of 70 annual hours excluding leased employees or part time/temporary, seasonal employees whose regularly scheduled service is less than 70 hours of service in the relevant eligibility compensation period.

These contributions will vest (your ownership rights) in accordance with a five year vesting schedule. Please see "Retirement Benefits" in the SPD. Participants must complete one year of service in the plan to receive a vested allocation.

To obtain detailed information regarding eligibility, Plan benefits, and distribution options you may obtain a copy of the Summary Plan Description from the Human Resources department.

Normal Retirement Age (NRA) means the date of a Participants 55th birthday.

### **3-15 Witness Duty**

We provide witness duty time off to employees who receive a subpoena to testify in court on District related matters. If you are summoned or otherwise requested to testify as a witness by the District, you will receive paid time off for the entire period of witness duty. If you are summoned to testify in connection with District related duties, you will receive paid time off for the entire period of witness duty.

If you are summoned to testify in any other court proceedings, you may use accrued vacation time during the period of witness duty.

If you are granted leave for court attendance in any of the instances stated above, you must report to your official place of duty, whenever the interruption in witness duty will permit, when excused by the proper court authority.

### **3-16 457 (b) Deferred Compensation Plan**

The District has established a 457 (b) Deferred Compensation Plan administered through Nationwide Financial Trust company, FSB to provide employees with the ability to invest pre tax dollars for retirement.

To be eligible to join our 457 (b) Deferred compensation Plan, you must be 18 years of age or older. You may join the plan upon initial qualification (90) days or thereafter only upon open enrollment periods. Eligible employees may participate in the 457 (b) deferred compensation Plan subject to all of the terms and conditions of the plan.

The 457 (b) Deferred Compensation Plan allows you to elect how much money you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. The District also contributes an additional match amount of up to 6%, currently, to each employee's 457(b) contribution.

Eligibility requirements are those employees who work a minimum of 25 hours per week, excluding leased employees or part time/temporary, seasonal employees whose regularly scheduled service is less than 25 hours per week.

Because your contribution to a 457 (b) Deferred Compensation Plan is automatically deducted from your pay before federal withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts

deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457 (b) distributions.

Complete details of the 457 (b) Deferred Compensation Plan savings plan are described in the Summary Plan Description. You can obtain information on this plan by contacting your Human Resources Administrator for more information.

### **3-17 Long-Term Disability**

The District provides long-term disability (LTD) benefits to eligible employees who have an illness or injury that results in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan and upon the completion of your 90 day introductory period and first of each month entry:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between "The District" and its insurance carrier. Once you become eligible, you may begin LTD coverage after you have completed 13 weeks of short term disability benefits currently at a rate of 60% of your salary.

The LTD benefits will be offset by any amounts you receive under Social Security or workers' compensation for the same time period.

You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. And if you have questions, the Human Resources Administrator can provide more information.

### **3-18 Educational Assistance**

We recognize that our employees' skills and knowledge are critical to the success of the District. Therefore, we created our educational assistance program to encourage employees to maintain and improve their job-related skills through formal education.

We also want to help employees enhance their potential to compete for reasonably attainable jobs at the District.

Our educational assistance program is available to all eligible employees who have completed 365 calendar days of service in an eligible employment classification. Once you begin receiving educational assistance, to remain eligible, you must stay on the active payroll and perform your job satisfactorily as you complete each course. Employees in the following employment classifications are eligible for educational assistance:

- Regular full-time employees

To be eligible for educational assistance, individual courses or course that are part of a degree, licensing, or certification program must be related to your current job duties or to a position you might have at the District in the foreseeable future. Prior to beginning course work, it is your responsibility to submit a formal request to your supervisor. When it comes to determining if a course or program is related to your current job or one that you might hold in the foreseeable future, that decision will be made by the Director of Operations or the District Manager. Once the course has been approved or disapproved you will be notified.

In order to participate in the program the employee's course of study must meet the following requirements:

- Must be related to your present job or related to a logical future job in keeping with District needs.
- Must be regular offerings from an accredited educational institution.
- Must be a part of required District approved degree curriculum.

Payments for the courses under this policy will be based on the following:

- Successful completion of the course(s) with a "C" grade or better.
- Reimbursements must be requested within 60 days of successful completion.
- Class times to not obligate employer to grant time off or leave from work.
- Presentation of final grade report.
- Employees are not permitted to utilize any space, personnel, equipment, or supplies of the District by which he or she is employed in the process of fulfilling any of the requirements imposed by the course work for which he or she is being reimbursed.
- Presentation of tuition receipt showing full payment to the institution.

## Limitations:

Courses are to be taken outside your normal working hours unless instructed by District Administration.

Courses enrolled in and not completed prior to the date of hire will not be approved for refund.

Employees studying under a cooperative education program will not be eligible under the policy.

Employees who are on a leave of absence, resign, or are terminated before a course is completed are not eligible for reimbursement.

Employees who voluntarily terminate employment within one (1) year of receiving their last educational assistance reimbursement must repay "The District" and/all funds received within their last twelve (12) months of employment. For purposes of calculating reimbursement eligibility the District uses a "rolling" schedule from the date of the last reimbursement. Such payments may be withheld from any money due for salary, commission, or expense reimbursement to satisfy the pay back obligation.

While we expect educational assistance to enhance your performance and professional abilities, we do not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.

## **3-19 Life Insurance**

Life Insurance offers you and your family important financial protection. The District provides a basic life insurance plan for eligible employees. You may also purchase supplemental and/or dependent life insurance.

The basic life insurance plan includes Accidental Death and Dismemberment (ADD&D) insurance, which provides benefits if a serious injury or death results from an accident.

Employee in the following employment classifications are eligible to participate in the life insurance plan upon satisfactory completion of your 90 day introductory period and first of each month entry:

- Regular full -time employees
- Regular part-time employees

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

You will find details about the basic life insurance plan including benefit amounts in the Summary Plan Description. If you have questions, contact the Human Resources Department for more information.

## Section 4 - Leaves of Absence

### 4-1 Personal Leave

The District will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request a personal leave only after completing 365 calendar days of service. In order for us to give you your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 30 calendar days of personal leave every 2 years. With supervisory approval, you may include available accrued paid time off, such as vacation, as part of our personal leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, you are responsible for the full cost of health care benefits in order for coverage to continue. When you return from personal leave, the District will resume providing those benefits according to the applicable plans.

Benefit accrual, such as vacation, sick leave, or holiday benefits, will be suspended during a personal leave and will resume when you return to active employment.

Upon completion of the personal leave of absence, the District will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the District will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any District-provided Short-Term Disability Leave of Absence.

## 4-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that Coral Springs Improvement District can maintain proper coverage while employees are away.

## 4-3 Family and Medical Leave

### **The Leave Policy**

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Director of Human Resources.

### **I. Eligibility**

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the District for at least 12 months (which need not be consecutive); 2) have been employed by the District for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

### **II. Entitlements**

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

## **A. Basic FMLA Leave Entitlement**

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, same sex partner, domestic partner, son, daughter, or for children of a same sex partner, children of a domestic partner or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending

certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

## **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

## **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

## **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the District substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The District will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the District telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) District's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The District may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the District's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the District and employee can mutually agree that leave be retroactively designated as FMLA leave.

## **III. Employee FMLA Leave Obligations**

### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the District of their need for FMLA leave. The following describes the content and timing of such employee notices.

## **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform Director of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the District to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the District's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the District has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the District notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

## **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the District and make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operations, subject to the approval of an employee's health care provider. Employees must consult with the District prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the District and the employees, subject to the approval of an employee's health care provider . If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the District may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the District may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the District of the reason why such leave is medically necessary. In such instances, the District and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the District's operations, subject to the approval of the employee's health care provider.

## **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the District with timely, complete and sufficient medical certifications. Whenever the District requests employees to provide FMLA medical certifications, employees must provide the requested certifications

within 15 calendar days after the District's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The District will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The District will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the District (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the District with authorization allowing it to clarify or authenticate certifications with health care providers, the District may deny FMLA leave if certifications are unclear.

Whenever the District deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on a "rolling" basis for serious medical conditions lasting beyond a single leave year.

If the District has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the District's expense. If the opinions of the initial and second health care providers differ, the District may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the District and the employee.

### **2. Medical Re-certifications**

Depending on the circumstances and duration of FMLA leave, the District may require employees to provide recertification of medical conditions giving rise to the need for leave. The District will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the District with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with no restrictions. The District may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the District may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, the District may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the District may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

#### **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the District will allow employees to use accrued paid time to supplement any paid disability benefits.

## **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the District notifies employees of other arrangements, whenever employees are receiving pay from the District during FMLA leave, the District will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the District upon leave.

The District's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the District will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the District for the cost of the premiums the District paid for maintaining coverage during their unpaid FMLA leave.

## **IV. Exemption for Highly Compensated Employees**

The District may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the District. (This fact-specific determination will be made by the District on a case-by-case basis.) The District will notify employees if they qualify as a "highly compensated", if the District intends to deny reinstatement, and of the employee's rights in such instances.

## **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact the Director of Human Resources. The District is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any

proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Director of Human Resources immediately. The District will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the District's other leave policies in this handbook or contact Director of Human Resources.

### **4-4 Domestic Violence Leave**

Employees who have worked for the District for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence.

Leave may be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
- obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make their home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence.

“Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception

of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of the employees or their family or household member, three (3) days advance notice of the need for leave is required. Sufficient documentation of the act of domestic violence, such as a restraining order, police report or order to appear in court, is also required. Requests for leave and documents in connection with this leave will be kept confidential to the extent permitted by law.

All paid time off available must be exhausted before receiving this leave.

## Section 5 - General Standards of Conduct

### 5-1 Workplace Conduct

Coral Springs Improvement District endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the District's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Coral Springs Improvement District property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Coral Springs Improvement District's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Coral Springs Improvement District's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on District property.
11. Willful or careless destruction or damage to District assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Coral Springs Improvement District's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Coral Springs Improvement District reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The District will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Coral Springs Improvement District will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### **5-2 Punctuality and Attendance**

Employees are hired to perform important functions at Coral Springs Improvement District. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the District.

### **5-3 Use of Communications and Computer Systems**

Coral Springs Improvement District's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other District policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Coral Springs Improvement District systems.

Coral Springs Improvement District may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the District deems it appropriate to do so. The reasons for which the District may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during the employee's absence.

Further, Coral Springs Improvement District may review Internet usage to ensure that such use with District property, or communications sent via the Internet with District property, are appropriate. The reasons for which the District may review employees' use of the Internet with District property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during the employee's absence.

The District may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The District's policies prohibiting harassment, in their entirety, apply to the use of District's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the District's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

## 5-4 Use of Social Media

Coral Springs Improvement District respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect District interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with District equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the District and also expresses either a political opinion or an opinion regarding the District's actions that could pose an actual or potential conflict of interest with the District, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the District's position. This is necessary to preserve the District's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. District policies apply equally to employee social media usage.

Coral Springs Improvement District encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

### **5-5 Camera Phones/Recording Devices**

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on Coral Springs Improvement District property or while performing work for the District.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on District property, including to record conversations or activities of other employees or management, or while performing work for the District, is also strictly prohibited, unless the device was provided to you by the District and is used solely for legitimate business purposes.

### **5-6 Inspections**

Coral Springs Improvement District reserves the right to require employees while on District property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on District or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the District or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

### **5-7 Smoking**

In keeping with the Districts' intent to provide a safe and healthful work environment, smoking, including the use of e-cigarettes is prohibited in any District building in accordance with Chapter 386.204. This statute prohibits smoking in public places.

In addition, any kind of smoking in company vehicles is strictly prohibited.

### **5-8 Personal Visits and Telephone Calls**

The District telephones are intended for business use and employees are not permitted to make long-distance or toll calls from our phones unless authorized.

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. In addition the use of personal cellular telephones during working hours is restricted unless for the intent of an emergency.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

To protect the safety and security of employees as well as District property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

For safety and security reasons, we ask that you discourage family and friends from visiting. If you do have a visitor, you should obtain prior approval of the visitation from your supervisor and instruction for the location of your meeting.

All visitors should enter the District at the main entrance. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety.

If you see an unauthorized person on our premises, please notify your supervisor immediately or stop and ask the visitor who they are and the nature of their business.

### **5-9 Solicitation and Distribution**

In an effort to minimize disruptions and maintain a harmonious environment, we prohibit people who are not District employees from either soliciting or distributing literature in the workplace at any time for any purpose.

We recognize that our employees are often active and have interest in events and organizations outside work. However, it is also our policy that employees may not solicit for or distribute literature about these activities during working time. (Working time excludes lunch periods, work breaks, or any other time when an employee is not "on duty" or scheduled to be working.)

Posting notices and solicitation on our bulletin boards is also limited to only certain types of information. The District uses these bulletin boards to display information we think is important to employees. We suggest that you check them frequently to see:

- Employee announcements
- Internal memorandums
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If you have a message of interest to the workplace that you want to post, you may submit it to the Department Manager for approval. Approved messages will be posted by the Department Manager.

### **5-10 Business Ethics**

It is Coral Springs Improvement District's policy that all employees avoid any conflict between their personal interests and those of the District. The purpose of this policy is to ensure that the District's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the District.

The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a commitment to the District and our customers to act in ways that will merit the continued trust and confidence of the public.

As an organization the District will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper

course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice and you may not divulge or use such information acquired in the course of your duties of confidential nature for the benefit of yourself or others.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the District, by any employee who is in a position to directly or indirectly influence either the District's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the District;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the District or which competes with the District; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the District.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the District.

### **5-11 Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the District's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the District is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

### **5-12 Health and Safety**

The health and safety of employees and others on District property are of critical concern to Coral Springs Improvement District. The District intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the District's premises, or in a product, facility, piece of equipment, process or business practice for which the District is responsible should be brought to the attention of management immediately.

Periodically, the District may issue rules and guidelines governing workplace safety and health. The District may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

### **5-13 Employee Dress and Personal Appearance**

- We want all District employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.
- During business hours or whenever representing the District, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with

customers or visitors. If you are provided uniforms they must be clean and properly worn at all times.

- The Director of Operations or District Manager is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make a reasonable accommodation in the personal appearance policy for such reasons as a personal disability or religious reason as long as it does not constitute an undue hardship.
- Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect District employees to follow the personal appearance guidelines below:
  - Shoes must provide safe, secure footing, and offer protection against hazards.
  - Canvas or athletic type shoes are not appropriate professional attire.
  - Tank tops, tube or halter tops, or shorts may not be worn under any circumstance.
  - Uniforms must be worn properly with shirts tucked in and belts worn.
  - Hairstyles are expected to be in good taste.
  - Unnaturally colored hair and extreme hairstyles, such as spiked hair may not present an appropriate professional appearance to the public.
  - Long hairstyles and beard length should be maintained to avoid interfering with job performance and kept in such a manner that it does not impose a safety hazard to the District.
  - Offensive body odor and poor personal hygiene is not professionally acceptable.
  - Perfume, cologne, and after shave lotion should be used moderately or avoided altogether either, as some individuals may be sensitive to strong fragrances.
  - Jewelry should not present a safety hazard.
  - Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs is not professionally appropriate and must not be worn during business hours.
  - Body hardware other than ear piercings are not professionally appropriate and must not be worn during business hours.
  - Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must be worn during business hours.
  - Visible excessive tattoos and similar body art should be covered during business hours.

#### **5-14 Publicity/Statements to the Media**

All media inquiries regarding the position of the District as to any issues must be referred to the Director of Operations. Only the Director of Operations is authorized to make or approve public statements on behalf of the District. No employees, unless

specifically designated by the Director of Utilities, are authorized to make those statements on behalf of District. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the District must first obtain approval from the Director of Utilities.

### **5-15 Operation of Vehicles**

All employees authorized to drive District-owned or leased vehicles or personal vehicles in conducting District business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on District property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

District-owned or leased vehicles may be used only as authorized by management.

#### **Portable Communication Device Use While Driving:**

Employees who drive on District business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

### **Regulations:**

- Never transport unauthorized passengers or cargo.
- Never allow any unauthorized person to drive the vehicle.
- Never drive the vehicle under the influence of any alcohol or drugs, including medications which may cause impairment.
- No District vehicles are to be taken out of the District city limits without prior approval from your supervisor.
- District vehicles are for work usage only. No vehicles shall be assigned for personal use of any kind. Commuting and recreational usage to and from work are strictly forbidden.

### **Safety Guidelines:**

- Avoid conditions that lead to loss of control-driving while sleepy or inattentive, or driving too fast for road conditions. If weather is inclement see your supervisor for further safety instruction.
- Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate the vehicle with deficiencies that may make it unsafe to operate.
- Participate in any required driver safety training.
- Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching a DVD player, cell phone usage, or any other distracting activity while driving.
- Never place a vehicle in motion until the driver and all occupants are appropriately wearing seat belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.

### **5-16 Business Expense Reimbursement**

To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, provisions of per diem and travel expenses are consistent with Florida Statute 112.061.

Contact your accounting department for further clarification of standard travel reimbursements and rates with certain justifiable exceptions and exemptions,

applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

### 5-17 References

Coral Springs Improvement District will respond to reference requests through the Human Resources Department. The District will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

**Only the Human Resources Department may provide references.**

### 5-18 District Cell Phone Policy

#### **Cell Phone:**

For the purpose of this policy, the term Cell Phone is defined as any handled electronic device with the ability to receive and /or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular phones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers), Personal digital assistants with wireless communications capabilities (PDAs), or Research in Motion (RIM) wireless devices. The District reserves the right to modify or update these policies at any time.

#### **Use of Cell phones or Similar Devices:**

1. General Use at Work - While at work, employees are expected to exercise the same discretion is using personal cell phones as they use with District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to other employees. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The District is not liable for the loss of personal cell phones brought into the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

2. Unsafe work situation - The District prohibits employee use of cell phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harms way at such work environments.

3. Use While Driving - An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the District; or any other District or personally related activities not named here while driving.

### **District issued Cell Phones:**

The District may issue phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the District are District property. Employees must comply with District requests to make their District-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the District for any reason must return their District issued cell phone.

### **Employee owned Cell Phones:**

Some companies reimburse employees for both purchase of cell phones and monthly bills. Employees must obtain approval and confirmation that the cell phone and the service plan are needed for the job. An employee may pay to purchase a phone or service exceeding the approved limits. Employees are reimbursed only for authorized expenses; reimbursement is considered par of the employees' wage and is taxable. Cell phone agreements for employee-owned phones do not require documentation or call records for income tax purposes. To document District expenses, however, the agreement requires keeping forms, agreements and bills for audit or review purposes.

### **Personal Cell Phones at work:**

The District allows the employees to bring their personal cell phones to work. We expect employees to keep personal conversation to a minimum. While occasional,

brief personal calls are acceptable, employees must turn off the ringers on their cell phones while away from their cell phones. Employees must run of the ringers on their cell phones or leave elsewhere while in meetings, or training.

#### **Security of District Issued Cell Phones:**

Employees are responsible for the security of District-issued cell phones and the information stored on them. Always carry it with you; never leave the cell phone unattended. If lost o stolen you must immediately notify the District.

#### **Review on Monthly Charges:**

A review of calling activity will be conducted on a monthly basis by the Director of Operations and the cellular device user. The user must document the business purpose of each call activity item that is not a call to the District number or a call to other District required or purchased cellular devices. The documentation for these calls must include who was called and for what business purpose. Any calls that cannot be documented as to its business purpose will be treated as a personal (unauthorized) cell and must be reimbursed to the District.

#### **Special Responsibilities of Managerial Staff:**

It is important for management to provide a good example of mobile/cellular phone use and to guard against excessive or inappropriate use of personal/mobile/cellular phone use.

#### **Reminder:**

The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. While the District cannot force you to adhere to these rules when you are not on duty, we strongly urge you to do so for your own safety and well-being and that of family, friends, and third parties on the roadways.

### **5-19 Progressive Discipline**

This policy describes the practice for administering equitable and consistent discipline for unsatisfactory conduct at the District. We believe that the best disciplinary

measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of the District to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent both you and the District have the right to terminate employment at will, with or without cause or advance notice, the District may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; an next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be considered a serious offense, Section 701 (Employee Conduct and Work Rules) includes examples of problems that may result in immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and the District.

## **5-20 Problem/Grievance Resolution**

The District is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the District supervisors and management.

The District strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for using the problem resolution procedures.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the matter to the next level of management or the Human Resources Administrator.
2. The supervisor shall respond to the problem during the discussion or after consulting with the appropriate management, when necessary. The supervisor shall document the discussion.
3. You present the problem to the Human Resources Administrator if the problem is unresolved.
4. The Human Resources Administrator counsels and advises you, assists in putting the problem in writing, visits with your managers, if necessary.
5. The Human Resources Administrator reviews and considers the problem. The Human Resources Administrator informs you of the decision and forwards a copy of the written response to your supervisor or manager for your file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

### **5-21 Workplace Etiquette**

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees

may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The District encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact your Department Manager.

- Throw away old or unwanted food you may be storing in the refrigerator.
- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in copy machine and printer trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workplace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Refrain from inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.

- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid banter which might have sexual or racial overtones.

## 5-22 Computer and Email Usage

The District may provide employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer email usage may be monitored. No computer should be password protected without an approved password.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Displaying, downloading, or emailing sexually explicit images, messages, and cartoons is prohibited. Other examples of unacceptable computer usage include (but not limited to) ethnic slurs, racial comments, off-colored jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters. Your business email address is for business purposes only.

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Systems Manager or any member of management if you learn about a violation of this policy of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## 5-23 Internet Usage

The District may provide employees with Internet access to help them with the execution of their work. This policy explains our guidelines for using the Internet responsibly and productively. Internet usage is intended for job-related activities, personal use should be avoided.

All Internet data that is composed, transmitted, or received via our computer systems to Florida Public Records Law and considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of the District. Therefore, the District reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The District does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trade marked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. The District requires that all downloaded files be checked for viruses. All composed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or District policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action"

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

## 5-24 Workplace Monitoring

The District may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. We use telephone monitoring to identify and correct performance problems with targeted training. We are always striving for improved performance to enhance our customers' image of the District as well as customer service satisfaction.

The computer equipment and systems and Internet access that employees may use are always the property of the District. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

We may conduct video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

## 5-25 Drug and Alcohol Use

The District wants to provide a drug-free healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

Drugs, for the purpose of this policy, include alcohol, legal and illegal controlled substances, narcotics, hallucinogens, depressants, stimulants, inhalants and other substances capable of creating or maintaining effects on one's physical, emotional or mental state, such as marijuana, cocaine, opiates, phencyclidine and amphetamines. Any such drugs may be included in the testing program. While on District premises or while conducting business-related activities off District premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others. You should notify your supervisor if you are taking prescription in order to evaluate your safety.

If you are involved in a vehicular accident regardless of the cause in every case you will be expected to immediately be tested for drugs and alcohol. If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause. Your immediate supervisor or next level of management will promptly escort you to the assigned drug testing facility.

Any employee who is determined to be under reasonable suspicion of alcohol use will be relieved of all duties immediately and will not be allowed to return to work for 24 hours unless an alcohol test shows a concentration below .02%.

In accordance with this policy, the District reserves the right to conduct drug testing with just cause or reasonable suspicion ( see 702 for probable reasoning). Before any testing is done you will be asked to sign a consent form authorizing the test and permitting release of the results to the District. We reserve the right to random drug test.

Reasonable suspicion may include alone or any combination of the following:

- Abnormal or unusual behavior
- A work-related accident (Mandatory)
- Direct observation of substance abuse
- Mood swings and/or increased hostility
- Increased inattentiveness and absent-mindedness
- Increased disciplinary incidents or hostility
- Substandard work and/or increased absenteeism
- Admission of usage of illegal substances

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences. Furthermore, any employee found to be involved in the sale, storage, or distribution of illegal drugs on District or customer property will be subject to immediate termination.

An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if the employee's substance abuse problem has not already resulted in disciplinary action and the employee is not currently subject to immediate disciplinary action. This time off may be granted if the employee agrees to

abstain from using the problem substance; abides by all District policies, rules, and prohibitions relating to conduct in the workplace; and if granting the time off will not cause the District any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity. The report must be made within five days of the conviction.

The District reserves the right at its discretion to consider past service, future value, and company commitment in accordance with the following guides. If an employee agrees to an immediate five-day suspension without pay, and additional 30-day working probation period concluded with an additional drug test and an additional two year probation period after that at which time the District has the right to require a drug test at any time during this period, then the District may consider the continued employment of said employee.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Administrator without fear of reprisal.

## **5-26 Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

## **5-27 Concealed Weapons**

Employees may not, at any time while on District property possess or use any weapon except when in compliance with Section 790.251, Florida Statutes.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether an employee possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited within the District buildings.

Vehicle carry:

Handguns must be "securely encased". Securely encased means in a glove compartment, whether or not locked; snapped in a holster; in a gun case, whether or not locked; in a zippered gun case; or in a closed box or container which requires a lid or cover to be opened for access. Carry of a handgun on one's person inside a vehicle without a license is not permitted (except in the case of open carry in accordance with the law outlined above). Once a handgun is securely encased, it can be stored anywhere inside the vehicle and is not limited to just the glove compartment/center console.

## General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Coral Springs Improvement District. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the District's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

**I have received and read a copy of Coral Springs Improvement District's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the District at any time.**

**I further understand that my employment is terminable at will, either by myself or the District, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Coral Springs Improvement District other than Director of Human Resources may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the District's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Non-Harassment Policy

It is Coral Springs Improvement District's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, political affiliation, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Director of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Director of Utilities. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the District will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Coral Springs Improvement District's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

**Update to Section 3-5 (page 28 & 29) Sick Days**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.