

# City of Largo, Florida



## Administrative Policies and Procedures Manual

*July 2022*

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## **Policy Manual Maintenance Instructions**

The City Manager's Office is responsible for maintaining and distributing the Administrative Policies and Procedures Manual. The City Manager is the final approval on all policies. All administrative regulations relating to overall City operations are to be available in this manual. Due to the fact the policies and procedures included in this manual affect all City employees, it is mandatory that the manual be kept current and at least one copy be available to all employees.

It is very important that additions, deletions, and revisions be brought to the attention of all departmental employees at the time they are distributed.

If a department has a policy and procedure that affects individuals outside that specific department, the policy is to be included in this manual.

The manual is divided by specific categories and will include policy numbers, as well as the name and date of policies being revised and/or replaced.

The following procedure is established for adding, deleting, or revising policies:

### **Adding New Policy**

1. Department submits draft of policy and procedure to City Manager's Secretary.
2. Include the specific category in which the policy is to be placed.
3. The City Manager's Secretary will prepare the policy in the proper format, submit to the City Manager for review and approval.
4. New policy will be distributed to all individuals listed in the City Manager's Office as having an Administrative Policies and Procedures Manual.

### **Deleting Existing Policy**

Department Director submits a written memo to the City Manager explaining why the policy is no longer valid. After review and approval, the City Manager's Office will notify all manual holders that the policy is to be deleted.

### **Revising Existing Policy**

1. Department submits a draft of the revised policy and procedure for approval, explaining the reason(s) for the revision.
2. After review and approval by the City Manager, the revised policy will be prepared in the proper format and distributed to all manual holders.

It is imperative that each department assume responsibility for reviewing their departmental policies on a regular basis to ensure that all City employees are working under the same regulations. It is also imperative that as new policies are developed, existing policies are revised, or as policies are deleted, personnel in your department are notified of these changes.

## City Commission Policies

CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES	
<b>Policy:</b> City Commission Memos and Presentations	<b>Policy Number:</b> CC-01-02
<b>Policy Manager:</b> City Clerk's Office/Administration	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> 4/01/2021

### PURPOSE

The purpose of this policy is to assist team members involved in the City Commission memo writing process so that information is provided to the City Commission in a consistent, concise, and comprehensive manner which allows them to make the most intelligent, practical and beneficial decision, and to make agenda memos readily available to the public.

### POLICY

Team members will use the City's agenda management tool for agenda memo preparation, ensure that any applicable legal reviews have been completed and documents signed, and that all relevant budgetary information is included.

### DEFINITIONS

1. Agenda Memo – Document that explains a request made to the City Commission to approve a purchase, expenditure, ordinance, resolution, agreement, policy or initiative.
2. Legal Review – Process for obtaining City Attorney's signature on a document.
3. Motion – Specific action to be taken by the City Commission on an agenda item. A Potential Motion is to be included on all Regular Meeting Agenda Memos to ensure that the City Commission votes on a specific action.
4. Ordinance – Legislation enacted by the City Commission, may amend the Code of Ordinances, amend the Comprehensive Development Code, annex property, amend the budget or amend a land use designation.
5. Resolution – A statement enacted by the City Commission, may adopt the City budget, establish a board or a program or approve a grant agreement.

### PROCEDURE

#### Meeting Schedule

The City Commission meets for Regular Meetings on the first and third Tuesdays of each month, unless there is a special meeting scheduled, and on the second Tuesday of each month for Work Sessions. Meetings for the year are created in the agenda management software by the City Clerk's Office. Team members can create their agenda items directly in the software on their own, however Ceremonial items must be approved by the Mayor via email to the Mayor / Legislative Aide prior to inclusion on the agenda.

#### Legal Review

The standard turnaround time for legal review is two weeks. Depending on the attorneys' workload and the complexity of the item being reviewed it could take less time or longer. The department is responsible for the processing of their legal document from submission, revision, legal approval, and signature in sufficient time for inclusion on a City Commission agenda. Once the document is signed

by the other party(ies), and then by the City Attorney and submitted to the City Clerk's Office, it can be included on the City Commission agenda. Memos that are submitted into a workflow without documents being signed by the City Attorney's office will be rejected. It is up to the departments to check the status of the documents and resubmit the memo once they are signed by the City Attorney's office. The department is also responsible for ensuring an agreement is signed by the Mayor or City Manager, and then providing a copy of the fully signed agreement to the other party(ies).

Agenda memos are due 12 days prior to the meeting (2nd Thursday prior), by entering the memo information into the agenda management tool and submitting it into the appropriate workflow based on budgetary impact and purchasing. Memo writers should ensure that departmental approvers (Director or Assistant Director) approve the memo by noon and that any ordinances, resolutions, agreements, contracts, scope & fee documents and any other document requiring legal review and approval have been signed and submitted to the City Clerk's Office.

### Ordinances and Resolutions

1. One original ordinance/resolution will be prepared or reviewed and signed by the City Attorney or Assistant City Attorney. Ordinances and resolutions should be submitted to the City Attorney's office a minimum of four weeks prior to the projected first reading date. Ordinances and resolutions must be signed by the attorney by the due date of the agenda memo (12 days before the City Commission meeting date), in order to go on the agenda.
2. Ordinances and resolutions will be prepared with the pages numbered and any and all exhibits attached. Ordinances must be copied to /home/largo/lg/ordinance(insert year) and resolutions copied to /home/largo/lg/resolution/.
3. When ordinances (or other existing documents) are being revised and old language is being replaced with new language, new language will be underlined and the old language crossed through.
4. Once the ordinance is signed by the attorney, hard copy or electronically, it should be submitted to the City Clerk, who will take care of advertising for second reading\* and obtaining final signatures after adoption.
5. Adopted ordinances are recorded as needed by the City Clerk's Office and scanned for permanent retention. Annexation ordinances are recorded and then distributed to appropriate agencies.

\* Planning Division staff will need to notify the City Clerk's Office of second reading dates when ordinances are approved on first reading without such date.

### Memo Consistency:

1. Idiomatic expressions and phrases shall not be used in any City Commission memos.
2. Do not use slang, informal words, jargon or non-standard words or phrases.
3. A glossary of acronyms used must be included at the end of the memo when acronyms are used in the title, summary or motion.
4. Do not abbreviate the City of Largo as "Largo." Other governmental names, such as Pinellas County, State of Florida, various departments, agencies or divisions of the federal government, shall also not be abbreviated.
5. Do not abbreviate City Commission as "Commission."
6. The Fiscal Year should be written as FY 2021.
7. Do not use personal pronouns (he, she, I, we, they).
8. All City Commission memos shall be written in Arial 10-point font.
9. Attachments of more than one page will have pages numbered. Contracts and Agreements will not be attached to individual memos. One contract file will be attached to the final agenda packet.
10. Attachments will be listed in the order in which they are attached.

Commission Memos will contain the following:

- TITLE: Name of the item as it will appear on the City Commission meeting agenda in Initial Capitals
- SUMMARY: The Summary should include a concise description of the agenda item that provides sufficient information for making a decision.
- BUDGETARY IMPACT: Provide the budgeted amount, available amount and expenditure amount. This section should be left blank if not applicable.
- POTENTIAL MOTIONS: Motions are to be written in all caps, begin with "I MOVE TO APPROVE/DISAPPROVE" and mirror the title of the memo, with the exception of ordinances and

First reading ordinance:

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. \_\_\_\_ ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON \_\_\_\_\_.

Second reading ordinance:

I MOVE TO ADOPT/DENY ORDINANCE NO. \_\_\_\_ ON SECOND AND FINAL READING.

Resolutions:

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. \_\_\_\_\_.

Examples of Motions for items other than ordinances or resolutions:

I MOVE TO APPROVE/DISAPPROVE AWARD OF BID NO. \_\_\_\_\_, REPAIR AND REPLACEMENT OF FASCIA AND GUTTER SYSTEM AT THE SOUTHWEST RECREATION COMPLEX, TO CALADESI CONSTRUCTION IN THE AMOUNT OF \$16,450.

or

I MOVE TO APPROVE/DISAPPROVE REQUEST BY BIG BROTHERS/BIG SISTERS OF PINELLAS COUNTY FOR A WAIVER OF FEES OF THE BUILDING RENTAL CHARGES OF \$67.50 FOR USE OF HIGHLAND COMPLEX AND POOL ON SATURDAY, SEPTEMBER 20, 2020, FOR AN ANNUAL PICNIC FOR THE CHILDREN.

or

I MOVE TO APPROVE/DISAPPROVE RENEWAL OF BANKING SERVICES AGREEMENT WITH FIRST UNION NATIONAL BANK FOR THREE YEARS BEGINNING OCTOBER 1, 2020.

Second Reading Ordinance Memos

- TITLE: Name of the item as it appeared on first reading with "First" replaced with "Second". Use initialed caps.
- CHANGES FROM FIRST READING: Any change made to the ordinance after original submission.
- PREVIOUS ACTION: Action take on first reading, including vote.

Work Session Memos

A memo for every work session agenda item will be required for inclusion in the agenda packets even though the item may only be a presentation or verbal report. The memo will include the same information as Regular Meeting memos, except that instead of "Potential Motion," "Commission Direction Requested" will be indicated. If the item is informational in nature, enter "None" in this section.



### Verbal Presentations Before the City Commission

The following general rules and guidelines should be observed by all team members when making presentations to the City Commission:

1. Presentations should not be read to the City Commission.
2. Presentations should not contain any idiomatic phrases, acronyms, slang, informal words, jargon, or other non-standard words.
3. If the presentation includes a Power Point component, the slides should summarize information and not be excessively wordy or difficult to read on the television or computer screen. Use prepared templates with the City logo and colors.
4. Staff members should avoid the use of first names when referring to other team members or consultants.
5. Elected officials shall be addressed as Mayor or Commissioner and not by their first names.
6. Presenters should follow the direction by the City Manager or Mayor regarding the length of the presentation, the discontinuation of the presentation, or the need to clarify information.
7. Complete answers to all City Commission questions should be given, if more information is required, the presenter should simply state that he or she is unable to answer the question and will get back to the City Commission as soon as possible.

Presentation needs and ceremonial items must be reported to Communications and Engagement staff prior to the meeting. When presentations are prepared by outside consultants, team members will ensure that the presentation is reviewed and provided to staff in advance of the meeting.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Commission Requests</b>	<b>Policy Number:</b> CC-01-03
<b>Originating Department/Division:</b> Administration		
<b>Effective Date:</b> July 15, 2001		<b>Approved By:</b>
<b>Supersedes Policy:</b> N/A		<b>Dated:</b> N/A

**PURPOSE**

This policy is intended to provide clarity to staff on how to handle requests for information from the City Commission.

**POLICY**

City staff is responsible for providing the most accurate, timely and thorough responses to City Commission requests. Other than responses to general questions from the City Commission, the City Manager is responsible for ensuring that Commission requests are addressed accurately and in a timely manner.

**PROCEDURE**

**Requests through City Administration**

1. Members of the City Commission, either through the Legislative Aide or directly to the City Manager, provide requests for information from City staff. These requests may be in memo form, by e-mail, telephone, or in person.
2. Commission requests are forwarded by the City Manager's Office to the specific department director for action and/or response.
3. Department Directors gather requested information and respond to the City Manager and Executive Assistant to the City Manager within 72 hours. If a full response cannot be provided within 72 hours, then an interim response shall be sent to the City Manager's Office along with any information collected to date and an expected date of the completed response.
4. The City Manager's Office forwards response to the Legislative Aide to compile and distribute to the City Commission.
5. The City Manager's Office is responsible for following up on these requests until a full, final response is received.

**Requests Directly to Departments**

In the event a member of the City Commission contacts a department directly, the department is still responsible for providing the response back to the City Manager's Office and not directly to the Commissioner. Numbers 3-5 above shall apply to these departmental responses as well.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Public Records Requests	<b>Policy Number:</b> CC-17-01
<b>Policy Manager:</b> City Clerk's Office/Administration	
<b>Effective Date:</b> April 1, 2021	<b>Preceding Policy Date:</b> 10/01/17

**PURPOSE**

The purpose of this policy is to provide procedures for accepting, acknowledging and filling requests for public records.

**POLICY**

In accordance with Chapter 119, Florida Statutes, the term public record is defined in Chapter 119, Florida Statutes, maintained by the City, except those records or portions thereof that are confidential or exempt under Chapter 119, Florida Statutes, shall be furnished upon request. The City Clerk's Office shall coordinate the filling of each request in conjunction with the applicable department(s), with the exception of the Police Department. Records requests for records maintained by the Police Department shall be coordinated by the Records and Property Manager in accordance with that department's standard operating procedures. It is important to recognize that the Public Records Law requires that the public's access to public records may not be arbitrarily, excessively or artificially delayed.

**DEFINITIONS**

1. **Public Record** - All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency and as that term is interpreted by case law.
2. **Confidential Record** - Information is not subject to inspection by the public and may only be released to those persons and entities designated in the applicable statute.
3. **Exempt Record** – Not subject to the mandatory disclosure requirements of the Public Records Law; an agency, however, is not prohibited from disclosing such record.
4. **Redact** – Conceal from a copy of an original public record or to conceal from an electronic image that portion of a record containing exempt or confidential information.

**PROCEDURE**

Receipt of records requests by individual departments or departmental records custodians will be acknowledged as follows:

“We have received your records request and will begin processing. You will be advised of any charges related to this request and whether a deposit will be required. Please feel free to contact me with any questions.

Name & Title”

At no time should requesters be asked to identify themselves or provide identifying information or be questioned about the purpose of their request. Staff can ask for clarification if they are unsure of the records to be produced.

The City Clerk must be copied on all acknowledgments and will notify the City Manager and Assistant City Manager of all non-routine requests. The City Attorney and Risk Manager will be notified by the City Clerk of requests necessitating input from the City Attorney's Office, including all requests involving litigation or a legal claim. Requests received by the City Clerk will be forwarded to the appropriate employee(s) in those department(s) that may have records that would be responsive to the request, with a copy of said request being sent to the employee(s)' supervisor and/or manager as appropriate. The employee from each department maintaining records responsive to a request shall notify the City Clerk via email as to whether the department has any of the records and shall include an estimate of costs to fulfill the request. A cost estimate must be provided to the requester in a timely manner. Therefore, the custodian of records from each department receiving a request will provide a cost estimate to the City Clerk after receiving the request, consistent with Appendix B to the Code of Ordinances. A deposit may be required at the discretion of the City Clerk based on the following criteria:

1. The cost estimate is in excess of \$100; or
2. The requesting party has previously requested records and not remitted payment or has failed to retrieve records produced in response to a prior request; or
3. It is estimated to take more than 15 minutes of City staff time to fulfill the request, (including the time to determine if any of the requested documents are exempt or confidential and to redact any exempt or confidential information), in which case the deposit shall include the estimated cost of City staff to fulfill the request.

If a deposit is required, work on the request shall not proceed until the deposit amount is received in full. Should the final cost be less than the deposit amount, the City Clerk's Office will refund the amount in excess of the actual cost to produce the records to the requesting party.

Costs for reproduction are to be charged as follows:

- One-sided copies (up to legal size): .15c per page
- Two-sided copies (up to legal size): .20 per page
- Records copied onto other media and all other records copies will be charged the actual cost of reproduction.

If the amount of records and staff time is determined to be voluminous (exceeds 15 minutes of City staff time to fulfill the request, including the time to determine if any of the requested documents are exempt or confidential and to redact any exempt or confidential information), the department records custodian shall notify the City Clerk, who will then contact the requesting party to determine whether the request can be narrowed.

When compiling records, staff is to provide only the specific records being requested, that already exist, and only in a format in which they are readily/reasonably available. Staff are not required to create documents to comply with a request, nor is staff obligated to answer questions. Whenever possible, records will be scanned and emailed to the requesting party instead of copied. Records that are protected by federal copyright will not be provided to a requesting party. In such instances, the City Clerk's office will contact the requesting party to schedule a time in which they may come review the records. Staff shall not assist any party with the reproduction of copyrighted materials.

Once compiled, records will be forwarded to the requesting party along with an invoice for the cost for staff time if staff time exceeds 15 minutes (including the time to determine if any of the requested

documents are exempt or confidential and to redact any exempt or confidential information), and the number of pages in instances where a deposit was not provided or where costs are in excess of the deposit. A complete copy of all records provided regarding litigation, or a legal claim will be provided to the City Attorney's Office. Individual departments may keep a copy of records provided at their discretion. The hourly rate of the staff member(s) doing the research, review and redaction will be charged to the requesting party, however staff time for copying will be charged at the rate of support staff. Payment shall be collected from the requesting party prior to the release of any records. A receipt shall be issued for all payments.

The law requires all requests must be responded to within a reasonable time frame depending on the nature and volume of the request. This would include the time it takes to locate the requested records, review them for exempt information, redact exempt information and make the records available for inspection or email/copy the records, consistent with the other duties and responsibilities of the records custodian or the records custodian's office.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Housing Cost Impact Analysis	<b>Policy Number:</b> CC-22-01
<b>Policy Manager:</b> Office of Performance & Budget	
<b>Effective Date:</b> July 1, 2022	<b>Preceding Policy Date:</b> N/A

**PURPOSE**

This policy is intended to fulfill the following State Statutory requirement: The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

FS 420.9076(4)(i)

**POLICY**

It is the intent of the City of Largo to provide the Largo City Commission and the public with a determination on whether proposed regulatory or policy changes will impact the cost of housing. If such impacts are likely to occur if the regulatory or policy change is approved, information on potential per unit impacts will be included with Commission memos for those items brought forth for City Commission action for consideration in decision making on such items. The Statute above indicates a requirement to consider increases in the “cost of housing.” The City Manager is required to sign an annual certification along with the annual State Housing Initiative Partnership (SHIP) Program Report that identifies the cumulative per unit costs of new housing construction and cumulative per unit costs for housing rehabilitation from all policy/regulatory changes made during the year. For purposes of this policy and procedure, the impacts to housing construction, rehabilitation, and annual housing costs (ex. utility increases) will be evaluated for impacts to housing to allow the City Commission to make an informed decision.

**PROCEDURE**

City Administration will coordinate with iCompass to add a section to the Report Details Section of the Commission Memo form in iCompass as follows:

**Impacts Housing Costs:** \_\_Yes \_\_No

**Housing Cost Impacts:** [enter N/A if no impacts or a brief summary on the expected housing impacts]

The staff member writing the memo will make this determination as to whether or not the policy change would impact housing costs. If the staff member is unclear as to whether it would affect the cost of housing, the staff member can email the draft Commission memo to the Housing Grant Specialist in the Housing Division for technical assistance. Furthermore, it is important to evaluate costs to owner and renter housing as it can have a direct impact on housing affordability in the Largo community. If the policy/regulation being proposed is likely to impact housing costs, the following guidelines should be used to evaluate the impacts on housing costs:

- Does it impact the cost of housing construction?
- Does it impact the cost of housing rehabilitation?
- Does it impact the cost of ongoing household costs (ex. utility increases)?
- Do the impacts reduce or increase the cost of housing?
- Project costs on a per-unit basis
  - o For new construction impacts – use \$200,000 for standard per unit new construction costs
  - o For rehabilitation construction impacts – use \$50,000 for standard per unit rehabilitation costs
  - o For property tax increases – Use per unit both impacts on homesteaded properties (\$200,000 less \$50,000 Homestead Exemption) and rental units (\$200,000) should be evaluated.

**Examples:**

- A 10% increase to Building permit fees is proposed:
  - o Identify all components of the fee structure impacted by the increase (plans examination fees are a percent of permit fees)
  - o Calculate the per-unit housing costs for new construction for permit fee costs under the existing fees. o Then calculate the permit fee costs under the proposed fee increase.
  - o Use the difference between the two for calculating the impact.
  - o Then do the same calculation for housing rehabilitation impacts.
- Increase in impact fees:
  - o Calculate the current per unit cost
  - o Then calculate the proposed per unit cost.
  - o Subtract the two costs.

**Other Examples of Potential Impacts:**

- Adding/removing development fees
- Adding/removing architectural requirements
- Adding/changing landscape requirements for residential developments
- Increasing utility fees

Related Documents: Annual SHIP Certification

## Employee Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<b>Policy:</b> Criminal History Check	<b>Policy Number:</b> E-01-01
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 04/01/2011

### POLICY

As a municipal government that provides varied services to the residents of Largo, it is incumbent upon the Administration to deliver these services through team members who are of sound and trustworthy character. To assure suitability as a public team member, applicants with a felony conviction within the last five years will not be considered for employment with the City of Largo. Applicants with a felony conviction greater than five years, or misdemeanor conviction within the last five years will be disqualified if the conviction is related to the duties and responsibilities of the position for which the applicant is being considered, or is inconsistent with the City's Ethics Policy.

### PROCEDURE

All position classifications will be screened for criminal history as part of the post-offer employment background check for full-time and part-time Executive, Senior Management, Supervisory, regular positions, temporary, volunteer, or intern positions that require computer access. The criminal history search will be in each state the candidate has resided within the last ten years. The hiring department will notify the Human Resources Business Partner at the appropriate time, as follows:

- Executive or Senior Management vacancies: When the top candidates are determined following the personal interview process, or earlier at the hiring department's option.
- All other full-or part-time regular and temporary, volunteer or intern positions that require computer access: When the candidate has been offered the position contingent upon the successful completion of a post-offer physical and/or drug screening.

Contact the Human Resources Business Partner by telephone or e-mail to provide the name, position, and any other pertinent information of the prospective team member.

Human Resources will discuss any resulting information inconsistent with information on the employment application with the prospective team member. Omissions will result in disqualification. The Department Director and Human Resources Director, or designee, will discuss any felony convictions that occurred more than five years ago, or misdemeanor convictions that occurred within the last five years for suitability consistent with this policy.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Workplace Appearance and Attire</b> <b>Policy Number:</b> E-01-03
<b>Policy Manager:</b> City Manager	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> 02/01/2015

**PURPOSE**

The City of Largo strives to deliver superior services that inspire community pride. This policy is intended to provide guidance on the image the organization wants to convey to the public and outline what the organization considers as appropriate and safe work attire. The guiding principles for this policy include: alignment with High Performance Organization (HPO) philosophies, recruiting and retaining top talent, and supporting an environment that cultivates innovation and celebrates diversity.

**POLICY**

Team members work in many different settings and have vastly different job duties. Examples of the diverse work environments include office and virtual environments, field work, and uniformed public safety roles. Due to the variety of work, it is impractical to adopt one appearance and workplace attire standard for everyone. Implementation of the parameters in this policy is the responsibility of the Department Director through departmental policies and procedures, and in consultation with Human Resources.

All individuals representing the City of Largo are expected to present a neat and professional appearance at both in-person and virtual work settings. Presenting a professional appearance can instill greater trust and confidence in members of the public about City services. The City supports the expression of individual identities in the workplace through:

- Clothing
- Jewelry - including body piercings
- Hair Color
- Tattoos
- Personal Grooming (e.g., beards and hair styles)

These expressions of individual identity must not restrict or impair the individual's ability to perform their job duties, impede effectiveness in their role, or present a safety hazard. Uniforms, clothing, and shoes must fit appropriately, be well maintained in good condition, and be appropriate to the individual's position and job duties. In accordance with the City's harassment and discrimination policy, visible tattoos, must not be offensive or discriminatory to fellow team members or the public. Tattoos on the face are prohibited. Department Directors may establish further guidelines, if necessary, to meet operational or safety needs.

Denim jeans are permitted on Fridays for non-uniformed team members and on special days, as designated by the City Manager. Team members attending regular City Commission meetings should wear standard business professional attire. Team members attending City Commission work sessions should wear standard business casual attire. If you have questions about alignment with the

Workplace Attire Policy or need an accommodation, contact your supervisor and/or the Human Resources Department.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Drug Free Workplace	<b>Policy Number:</b> E-01-04
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 07/01/2014

**PURPOSE**

The City recognizes that drug and alcohol abuse is a nationwide problem which significantly affects the health, safety, and performance of the work force and society as a whole. The City recognizes that substance abuse is a complex disease that may often be remedied by prompt and appropriate treatment and encourages those who abuse drugs or alcohol to seek help. To assist Team Members who seek help, the City has contracted with a confidential Team Member Assistance Program.

This Policy prohibits the use, sale, distribution, manufacture, or possession of alcohol, drugs or related paraphernalia or being under the influence of alcohol and/or drugs to the extent of possible impairment, defined as having bodily concentrations of metabolites of drugs or alcohol exceeding threshold levels while on the City premises or worksites or anytime while operating City vehicles or personal vehicles for City business, whether resulting from usage on or off the job, unless taken as prescribed by a licensed physician.

**POLICY**

All City Team Members are expected, as a condition of employment, to remain free of drugs or alcohol in the workplace. The City will not tolerate the use of illegal drugs by its Team Members, nor will it tolerate the use of any drug or alcohol which may imperil the health, safety, or well-being of its Team Members or the public.

The City supports and will endeavor to maintain a drug free workplace as defined by the Florida Drug Free Workplace Act, Section 440.102, Florida Statutes, the Rules of the State of Florida, Department of Health, Chapter 59A-24, Fla. Admin. Code, Drug Free Workplace Standards, and the Florida Department of Labor and Employment Security pursuant to the Rules for Workers' Compensation Drug Testing, 38F-9 Fla. Admin. Code. To this end, the City has developed Part A - City Team Member Program of the Drug Free Workplace Policy and Part B - DOT Regulated Team Member Program. Part B is established pursuant to 49§521(b). U.S. Code, Civil Penalties, 49§382 Code of Federal Regulations, Controlled Substances and Alcohol Use and Testing, 49§40 Code of Federal Regulations, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49§391 Code of Federal Regulations, Qualifications of Drivers. Part A of this Policy applies to all Team Members while Part B applies only to DOT regulated Team Members (as defined within Part B).

The City provides the Employee Assistance Program (EAP) to help Team Members and their families who suffer from alcohol or drug abuse, stress, or other mental or physical health problems. It is the personal responsibility of each Team Member to seek assistance from the EAP before drug abuse and alcohol problems lead to disciplinary action or interfere with job performance. Management may refer Team Members to the EAP at such time as they perceive a Team Member's job performance or attendance is deteriorating.

The Team Member's decision to seek prior assistance from the EAP will not be used as the basis of disciplinary action and will not be used against the Team Member in any disciplinary proceedings. However, using the EAP will not be a defense to imposition a disciplinary action when the Team Member is asked to be tested prior to entrance into the EAP, or as an excuse for continued abuse after entry into the EAP. Accordingly, the purposes and practices of this Policy and the EAP are not in conflict but are distinctly separate in their applications.

The EAP provides appropriate assessment and referral to treatment for any City Team Member. Reimbursement for treatment of drug and alcohol abuse are subject to the provisions of the EAP and the City group health plan. The EAP maintains a current resource file of licensed substance abuse treatment providers for Team Member reference. Team Members may be granted leave of absence with or without pay under the provision that return to work is conditional on the successful completion of the agreed treatment regimen which may include future random follow-up testing.

## **DEFINITIONS & PROCEDURE**

### **PART A - GENERAL TEAM MEMBER PROGRAM**

*(Applies to all Team Members)*

#### **DEFINITIONS**

As used in this policy the following terms mean:

**Abuse of a Prescribed Drug** - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

**Controlled Substances** - Any substance described in Schedules I through V of Chapter 893.03 of the Florida Statutes entitled "Florida Comprehensive Drug Abuse Prevention and Control Act". Controlled substances also include any substance analog (designer drugs) as described in Chapter 893.035 F.S. and the laws of Florida controlling the manufacture, distribution, preparation, dispensing, or administration of such substances.

**Drug** - "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. An employer may test an individual for any or all of such drugs.

**Team Member** - Any person who performs services for compensation and/or is covered by the Workers' Compensation Law.

**Illegal Drug** - Any drug which is not legally obtained.

**Medical Review Officer (MRO)** - A licensed physician employed with or contracted by the City who is responsible for receiving and reviewing all confirmation results, and for contacting all positively tested individuals to inquire about possible prescriptions or over the counter medication that could have caused a positive test result. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

**Positive Alcohol Test** - A blood or breath test that reveals a blood alcohol content of .04 or higher.

**Positive Drug Test** - A breath, blood, or urine test that reveals the presence of illegal drugs or any of the controlled substances shown:

Amphetamines	Marijuana Metabolites	Hallucinogen
Barbiturates	Methaqualone	Synthetic Narcotic
Benzodiazepine	Opiates	Designer Drug
Cocaine Metabolites	Phencyclidine	Metabolite of any substances listed

**Reasonable Suspicion** - Reasonable suspicion that a Team Member is under the influence of alcohol or a controlled substance while on duty or representing the City in an official capacity, will include but is not limited to one or more of the following circumstances:

Erratic and/or reckless behavior by an individual.

Otherwise, unexplainable slurred speech; signs of altered motor function including inability to stay awake, poor coordination or staggering gate; or extreme emotional states.

Observance of an individual consuming, selling, or distributing what appears to be alcohol or a controlled substance.

The odor of alcohol or any controlled substance on the individual.

Medical or physical information such as track marks, excessive patterns of absenteeism or tardiness. Any facts which lead Supervisors and/or Department Directors to believe a Team Member is under the influence of illegal drugs or alcohol.

A mishap or accident involving a Team Member in which injury to persons or damage to property has occurred.

If any Team Member believes that there is a reasonable suspicion that another Team Member is under the influence of alcohol or a controlled substance, that Team Member will report their suspicion to their immediate Supervisor.

When the City is informed from a third party during the course of employment that a Team Member is/was under the influence of a prohibited substance, an investigation will be conducted, and disciplinary action in accordance with the City's Drug and Alcohol Policy will be administered.

**Rehabilitation Provider** - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, Team Member assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

**Mandatory Testing Position** - "Mandatory-testing position" means, with respect to a public employer, a job assignment that requires the Team Member to carry a firearm, work closely with an Team Member who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an Team Member security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person."

**Special-Risk Position** - A position that is required to be filled by a person who is certified under Chapter 633, Fire Protection or Chapter 943, Law Enforcement.

**Substance Abuse** - Inappropriate use of any drug, or alcohol in such a manner as to jeopardize the individual's physical or mental health or impair judgement or motor function.

## **REQUIRED TESTING**

**Post-Offer Employment Testing** - Applicants who are in a mandatory testing position as defined per the drug free workplace program, Chapter 440.102, and have been offered City employment must successfully complete testing for controlled substances as a condition of employment. Individuals who test positive will be prohibited from employment with the City for one year, unless they provide certified documentation of successful completion of a substance abuse rehabilitation program subsequent to the positive post-offer employment test. Applicants who have completed a rehabilitation program will be subject to drug screening prior to being considered for employment.

**Reasonable Suspicion Testing** - A Supervisor who has witnessed any questionable behavior leading them to have a reasonable suspicion that the Team Member is under the influence of drugs or alcohol shall consult with the Team Member in an attempt to determine the cause for the behavior. A Supervisor who has witnessed such questionable behavior will complete the Supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources within twenty-four (24) hours of the reasonable suspicion determination.

While under Part A of this Policy, only one Supervisor is required to make a reasonable suspicion determination, if a Supervisor has sufficient reason to believe that an Team Member is under the influence of drugs or alcohol, they are encouraged to obtain a second opinion from another Supervisor or Team Member before initiating the testing process. Such determination must be based upon the Supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of the Team Member indicate the presence of alcohol or drugs in their system. In suspected cases of the presence of a controlled substance, the Supervisor's observations must be based upon the Team Member's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the Team Member's request, the Supervisor will endeavor to notify a union representative, where applicable, before testing the Team Member. Supervisors are not required to wait for the union representative before initiating the testing procedure, but will attempt

to do so, if possible, without slowing down the initiation of the testing process. In no event will the union representative accompany the Supervisor and/or Team Member to the testing site.

**Post-Crash Testing** - Team Members will be subject to alcohol and drug testing when:

- the Team Member contributes to or is responsible for an on-the-job preventable vehicular crash or;
- any time the driver receives a citation under state or local laws, or;
- personal injury or death is involved, or;
- one or more motor vehicles incurring disabling damage as result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicles.

If it is not feasible to move an injured Team Member from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Any Team Member subject to post-crash testing who leaves the scene of an accident (unless it is prudent to do so for medical or notification purposes, or permission is granted by a Supervisor or management) before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested, or fails to remain available for testing, will be deemed by the City to have refused to submit to testing. Such refusal will be treated as if the Team Member had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

**Fitness for Duty Testing** - Any routine fitness for duty medical examination that is established policy for all Team Members of a classification or group will include drug testing.

**Follow-up Testing** - If a Team Member has an alcohol test result of .04 or greater (first occurrence), they will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the Team Member's misuse of alcohol. If it is determined that professional assistance is needed, the Team Member will be subject to unannounced follow-up alcohol abuse testing.

A Team Member receiving assistance will be subject to a minimum of two (2) unannounced follow-up alcohol tests within the first twenty-four (24) months following the Team Member's return to duty. The EAP professional may direct additional tests during this period.

## **TESTING PROCEDURES**

**Team Member** - The Team Member being tested for reasonable suspicion, post-crash, or follow-up will be transported to the testing facility by a Supervisor. If it is not feasible to move an injured Team Member from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Alcohol tests for reasonable suspicion or post-crash will be administered within two (2) hours following the determination; otherwise, a report will be prepared by the Supervisor and sent to Human Resources explaining why the alcohol test was not administered within two (2) hours following the determination of reasonable suspicion. In any event, alcohol testing will not be administered after eight (8) hours, requiring an additional report to Human Resources explaining why the test was not administered.

Drug tests for reasonable suspicion and post-crash will be administered within two (2) hours following determination; otherwise, a report will be prepared by the Supervisor and sent to Human Resources explaining why the drug test was not administered within two (2) hours. In any event,

drug testing will not be administered after thirty-two (32) hours, requiring an additional report to Human Resources explaining why the test was not administered.

If test results are immediately known and negative, the Supervisor will return the Team Member to work, or as otherwise stated by a treating physician. If the test results are not immediately known, the Team Member must make arrangements to be transported home. If the Team Member refuses to make other arrangements and indicates an intent to drive themselves, the Supervisor will notify the appropriate law enforcement agency.

The Team Member will not return to work until such time as the alcohol or drug test results are received by the City and discussed with the Team Member. During this waiting period, the Team Member will receive full pay for their regular work schedule and must remain within reach during working hours. If the Team Member tests are confirmed as negative, the Team Member will return to work immediately thereafter.

In the event of a positive drug screen, the Medical Review Officer (MRO) is required to notify the Team Member to inquire about possible prescriptions or over-the-counter medications that could cause a positive result. When the Team Member receives a call from the MRO, the Team Member has 24 hours to return the call and may use this time to contact a union representative and/or meet with the MRO.

**Drug/Alcohol Tests** - Analysis of specimens will be performed only by laboratories licensed or certified by the Florida Department of Health and/or the Florida Agency on Health Care Administration and/or the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA), and utilizing qualified sites, and employing collectors trained to follow authorized collection protocols and properly maintain legal specimen chain of custody.

### **DISCIPLINARY CONSEQUENCES FOR VIOLATIONS**

Disciplinary consequences for violating this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and/or Workers' Compensation benefits.

Refusal to Submit to a Required Alcohol or Controlled Substances Test - Refusal to submit to an alcohol or drug test means that a Team Member:

- Fails to provide adequate blood or breath for alcohol testing without a valid medical explanation after they have received notice of the requirement;
- Fails to provide adequate blood or urine for drug testing without a valid medical explanation after they have received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No Team Member may refuse to submit to:

- A post-crash alcohol or drug test;
- A reasonable suspicion alcohol or drug test;
- A fitness-for-duty alcohol or drug test; or
- A follow-up alcohol or drug test.

No Supervisor or Manager shall permit a Team Member who refuses to submit to such required alcohol and/or drug tests to perform or continue to perform their duties and responsibilities.



Any Team Member who refuses to submit to alcohol or drug testing will be terminated for insubordination.

**Positive Drug Test Result** - Any Team Member who receives a verified positive drug test result will be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

**Positive Alcohol Test Result** - Any Team Member who receives an alcohol test result of .04 or greater will be removed from performing in their position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 40: Five (5) day suspension.

Any Team Member who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the Team Member has:

- Completed the required five (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP Administrator;
- At the Team Member's own expense (except any portion of the counseling and/or treatment costs that the City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;
- Completed a return-to-duty alcohol test with a result of less than .02 alcohol concentration; and,
- After returning to work, the Team Member will be subject to random alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

## **APPEALS**

**Positive Drug Tests** - A Team Member or job applicant may appeal to Human Resources for a second test of the same specimen. The appeal must be made in writing and received within seventy-two (72) hours of notice of positive results by the City. The second test will be paid by the Team Member or applicant.

**Discipline** - A Team Member has the right to appeal any disciplinary decisions resulting from a positive drug or alcohol test through the grievance procedure detailed in the Personnel Rules and Regulations, Section XIII (Personnel Advisory Board), or through the applicable bargaining unit grievance procedure.

## **PART B – DOT REGULATED TEAM MEMBER PROGRAM**

*(Applies only to DOT regulated Team Members)*

### **GENERAL INFORMATION**

The Federal Highway Administration (FHWA) requires the City of Largo to have an alcohol use and controlled substances testing program for Team Members who operate commercial motor vehicles

(CMV) and/or are required to possess a commercial driver's license (CDL). Consequently, the City has developed Part B - DOT Regulated Team Member Program of this Policy.

All Team Members, including DOT regulated Team Members, are subject to Part A of this Policy; however, DOT regulated Team Members will also be subject to the provisions of Part B. Risk Management has been designated by the City to answer DOT regulated Team Members' questions about this policy.

## **DEFINITIONS**

**Abuse of a Prescribed Drug** - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

**Alcohol** - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Commercial Motor Vehicle (CMV)** - Refers to a motor vehicle or combination of motor vehicles used to transport passenger or property, if the motor vehicle:

- Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds;
- Has a gross combined weight rating (GCWR) of 26,001 or more pounds;
- Is designated to transport sixteen (16) or more passengers, including the driver; or
- Transports hazardous materials requiring the vehicle to be placarded.

**DOT Accident** - Anytime a DOT regulated Team Member who is operating a commercial motor vehicle is involved in a vehicular crash.

**DOT Alcohol Testing** - Refers to an evidential breath test (EBT). Alcohol content is expressed as the number of grams of alcohol per 210 liters of breath. Such alcohol testing will be conducted by a breath alcohol technician who is trained to proficiently operate the EBT.

A DOT regulated Team Member must be removed from performing any DOT safety-sensitive function when tested at any alcohol concentration of .02 or greater.

If a DOT regulated Team Member has an alcohol concentration of .02 or greater, but less than .04, the Team Member will not be allowed to perform DOT safety-sensitive functions again until the next scheduled duty period, if at least twenty-four (24) hours have elapsed, or until a retest shows an alcohol concentration of less than .02.

If a DOT regulated Team Member has an alcohol concentration of .04 or greater, the Team Member will not perform a DOT safety-sensitive function until:

- The Team Member has been evaluated by an EAP professional;
- The Team Member has received treatment, if required, by an EAP professional; and
- The Team Member has been retested with a result below .02.

**(Note: The FHWA has established .02 as the standard because it represents the lowest level at which a scientifically accurate alcohol concentration can be measured. This basically establishes a zero-tolerance standard for alcohol.)**

**DOT Controlled Substance or Drug Testing** - Refers to a split-sample urine specimen or blood test administered for the purpose of determining the presence or absence of the following drugs or their metabolites:

- Amphetamines
- Barbiturates
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates

**DOT Regulated Team Members** - City positions that require Team Members to:

- Operate, or be immediately available and in a state of readiness to operate, a commercial motor vehicle, requiring a Florida A, B, or C driver's license or
- Supervise Team Members who operate commercial motor vehicles, and, due to the nature of such Supervisory responsibilities, are required to maintain a Florida A, B, or C driver's license.

**DOT Safety-Sensitive Function/Duty** - DOT safety-sensitive functions essentially mean on-duty functions which include, but are not limited to:

- All time spent at a carrier or shipping plant, terminal, facility, or other property, or any public property, while waiting to be dispatched;
- All time spent inspecting, servicing, repairing, or conditioning any commercial motor vehicle;
- All driving time;
- All time other than driving time spent in a commercial motor vehicle except time spent resting in a sleeper berth;
- All time spent, loading or unloading a commercial motor vehicle, or supervising, assisting, or attending such a task, or remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time spent in performing the requirements of 49 C.F.R. §392.40 - §392.41 as they relate to accidents; and
- All time spent repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

49 C.F.R. §382.107. The trigger event prompting testing in many situations under the regulations is the performing or prospective performance of DOT safety-sensitive functions. Performing a DOT safety-sensitive function means more than the actual performance of that function. Performance also includes time when the Team Member is ready to perform or is immediately available to perform a DOT safety-sensitive function.

**DOT Safety Sensitive Positions** - See DOT regulated Team Members above.

**Drug** - Any chemical substance used as or in a medication. This includes controlled substances, prescription medications, over the counter pharmaceuticals, and alcohol.

**Team Member** - A person who performs services for compensation and/or is covered by the Workers' Compensation Law.

**Illegal Drug** - Any drug which is not legally obtained.

**Medical Review Officer (MRO)** - A licensed physician employed or contracted with/by the City, who is responsible for receiving and reviewing all confirmation results, and for contacting all

positively tested individuals to inquire about possible prescriptions or over the counter medication that could have caused a positive test result. The MRO physician has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

**Substance Abuse Professional** - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, Team Member assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

**Verified Positive DOT Drug Test** - This refers to a determination made by the MRO that there is evidence of prohibited drugs in a DOT regulated Team Member's urine or blood sample. The standards for determining evidence of prohibited drugs shall be those established in 49 C.F.R. §40.29.

### **REQUIREMENT TO SUBMIT TO TESTING**

DOT regulated Team Members must submit to alcohol and controlled substance tests administered in accordance with the FHWA rules. Refusal to submit to testing upon request, except for emergency medical treatment, shall subject the Team Member to disciplinary consequences, including termination for cause.

### **REQUIRED TESTING**

**Post-Offer Employment Testing** - Prior to actually being permitted to perform City CDL driving, for the first time, applicants who have been offered City employment, or promoted, must successfully complete testing for controlled substances as a condition of their employment or promotion.

With the applicant's written consent, the City shall obtain information concerning the applicant's alcohol tests with a concentration result of .04 or greater, positive controlled substances test results, and refusals, to be tested within the preceding two (2) years, which are maintained by the applicant's previous employers pursuant to 49 C.F.R. §382. This information must be secured no later than fourteen (14) calendar days after the first time the Team Member performs a DOT safety-sensitive function, if it is not feasible for the City to obtain the information prior to the Team Member performing safety-sensitive functions.

The City may not permit the Team Member to perform DOT safety-sensitive functions after fourteen (14) days without obtaining the information. The Team Member may be placed on leave without pay pending the receipt and processing of the information.

The City cannot continue to employ a DOT regulated Team Member if the City obtains information that in the past two years (2) the Team Member had alcohol test results with concentrations of .04 or greater.

If a DOT regulated Team Member stops performing DOT safety-sensitive functions for the City before the expiration of the fourteen (14) day period or before the City has obtained the information, the City must still obtain the information.

The City will maintain written, confidential records with respect to each past employer contacted.

**Random Testing** - DOT regulated Team Members are subject to random alcohol and controlled substance testing as a condition of employment. Selection for random testing will be made by a

scientifically valid method, such as computer-generated random number table. DOT regulated Team Members will have an equal chance of being tested each time selections are made. The City will ensure that random drug and alcohol tests are unannounced and test dates are spread reasonably throughout the year.

Initially, the City will select a sufficient number of CDL drivers, each calendar year, as follows:

- For random alcohol tests, a minimum of 10% of the average number of DOT regulated positions will be tested and
- For random controlled substance tests, a minimum of 50% of the average number of DOT regulated positions will be tested.

A DOT regulated Team Member who is notified of selection for a random test will immediately be transported to a designated test site. Team Members actually driving a CMV at the time they are notified will be relieved of such duty in order to take the test as soon as possible.

A DOT regulated Team Member will only be tested for alcohol just before, while performing, or just after performing a safety-sensitive function. Random controlled substance tests may be performed any time a DOT regulated Team Member is performing City duties.

**Reasonable Suspicion Testing** - A Supervisor who has witnessed any questionable DOT regulated Team Member behavior leading them to have a reasonable suspicion that the Team Member is under the influence of drugs or alcohol shall consult with the Team Member in an attempt to determine the cause for the behavior. A Supervisor who has witnessed such questionable behavior shall complete the Supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources.

While under Part B of this Policy, only one Supervisor is required to make a reasonable suspicion determination. If a Supervisor has a reasonable suspicion that an Team Member is under the influence of drugs or alcohol, they may obtain a second opinion from another Supervisor designated to make a reasonable suspicion determination before initiating the testing process. Such determination must be based upon the Supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of a DOT regulated Team Member indicate the presence of alcohol in their system. In suspected cases of the presence of a controlled substance, the Supervisor's observations must be based upon the driver's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the Team Member's request, the Supervisor will endeavor to notify a union representative, where applicable, before testing the Team Member. Supervisors are not required to wait for the union representative before initiating the testing procedure, but shall attempt to do so, if possible, without slowing down the initiation of the testing process. In no event shall the union representative accompany the Supervisor and/or Team Member to the testing site.

In the event a reasonable suspicion determination of alcohol and/or drugs is made by a Supervisor, the DOT regulated Team Member must submit to an alcohol and/or controlled substances test. Documentation of the basis for the reasonable suspicion to require an alcohol or drug test must be completed, signed by the Supervisor, and forwarded to Human Resources within twenty-four (24) hours of the reasonable suspicion determination or before the test results are released, whichever is earlier.

The Team Member will not be allowed to return to work until all test results are received. During this time, the Team Member will be on paid leave of absence but must hold themselves reasonably available for consultation with the City during the Team Member's normal working hours. If the Team Member tests are confirmed as negative, the Team Member can return to work immediately thereafter.

Reasonable suspicion alcohol and drug tests shall be administered within two (2) hours following the determination. Otherwise, a report shall be prepared by the Supervisor, sent to Human Resources, and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the determination of reasonable suspicion. If the 2-hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the Supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources. If the alcohol test is not performed within eight (8) hours, the Team Member may not perform a DOT safety-sensitive function until either (a) an alcohol test is administered with a result of alcohol concentration of less than .02; or (b) twenty-four (24) hours has lapsed following the reasonable suspicion determination.

Each DOT regulated Team Member's Supervisor, or other person designated to make a reasonable suspicion determination, will receive at least sixty (60) minutes of training on controlled substances use and sixty (60) minutes of training on alcohol misuse. The training shall cover the physical, behavioral, speech, and performance indicators of alcohol misuse and drug abuse.

**Post-Crash Testing** - Post-crash alcohol and drug testing shall be administered within two (2) hours following the accident, and a controlled substances test shall be administered within thirty-two (32) hours. Otherwise, a report shall be prepared by the Supervisor, sent to Human Resources, and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the crash. If the two- (2) hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the Supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources.

If it is not feasible to move an injured Team Member from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

No DOT regulated Team Member required to take a post-crash test shall use alcohol for eight hours following the accident or until the Team Member undergoes a post-accident alcohol test, whichever occurs first.

Any DOT regulated Team Member subject to post-crash testing who leaves the scene of a crash before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested or fails to remain available for testing shall be deemed by the City to have refused to submit to testing. Such refusal shall be treated as if the Team Member had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

While the Team Member should be tested within the required time frames, the City is not required to delay necessary medical attention or prohibit the driver from leaving the scene of the accident so assistance might be obtained. Otherwise, however, the Team Member must remain available so testing can take place.

Twenty-four (24) hours after a Team Member is taken for a post-crash drug/alcohol test, it is expected that the Team Member will report to work. If after the 24-hour period is completed, the Team Member is not scheduled to work, the Team Member is expected to report to work for their next scheduled shift. If the 24-hour period places the Team Member mid-shift, the Supervisor/Manager will instruct the Team Member as to when to report for work. Until the post-crash drug/alcohol results are determined, the Team Member is not to perform any safety-sensitive work or drive a city vehicle. Please contact the Human Resources Department if there are any questions regarding an Team Member's return to work after post-crash drug testing.

**Follow-Up Testing** - If a DOT regulated Team Member has an alcohol test result of .04 or greater (first occurrence), they will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the driver's misuse of alcohol. If it is determined that professional assistance is needed, the driver will be subject to unannounced follow-up alcohol abuse testing.

A DOT regulated Team Member receiving assistance shall be subject to a minimum of six (6) unannounced follow-up alcohol tests within the first twelve (12) months following the Team Member's return to duty. The EAP professional may direct additional tests during this period and may direct testing be continued up to a total of sixty (60) months.

Before a Team Member returns to duty requiring a DOT safety-sensitive function, the Team Member will not be permitted to work unless a return-to-duty alcohol re-test shows a concentration level of less than .02.

### **DOT REGULATED TEAM MEMBER PROHIBITED CONDUCT**

**Alcohol Concentrations** - It is a violation of this Part for any City DOT regulated Team Member to report for duty or remain on duty requiring the performance of DOT safety-sensitive functions with an alcohol concentration of .04 or greater.

It is a violation of this Part for a Supervisor or Manager, with actual knowledge that a DOT regulated Team Member has an alcohol concentration of .04 or greater, to permit the Team Member to perform or continue to perform safety-sensitive functions.

DOT regulated Team Members having an alcohol concentration of .02 or greater, but less than .04, shall be immediately relieved of DOT safety-sensitive functions and not permitted to perform such functions until at least twenty-four (24) hours later or until a retest shows an alcohol concentration of less than .02.

**Alcohol Possession** - No DOT regulated Team Member shall be on duty or operate a CMV while the Team Member is in possession of alcohol.

No Supervisor or Manager, having actual knowledge that a DOT regulated Team Member is in possession of alcohol, may not permit the Team Member to drive or continue to drive a CMV.

**On-Duty Alcohol Use** - No DOT regulated Team Member shall use alcohol while performing DOT safety-sensitive functions.

No Supervisor or Manager, having actual knowledge that a DOT regulated Team Member has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform DOT safety-sensitive functions.

**Pre-Duty Use** - No DOT regulated Team Member shall perform DOT safety-sensitive functions within four (4) hours after using alcohol.

No Supervisor or Manager, having actual knowledge that a DOT regulated Team Member has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform safety-sensitive functions.

**Alcohol Use Following an Accident** - No DOT regulated Team Member, required to take a post-crash alcohol test, shall use alcohol for eight (8) hours following the crash, or until they undergo a post-accident alcohol test, whichever occurs first.

**Use of Controlled Substances** - No DOT regulated Team Member shall report for duty or remain on duty requiring the performance of DOT safety-sensitive functions when the Team Member uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the Team Member that the prescribed substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle (CMV). A DOT regulated Team Member who has a verified positive drug test shall be deemed to have reported for or remained on duty following the use of a controlled substance.

No Supervisor or Manager, having actual knowledge that a DOT regulated Team Member has used a controlled substance, shall permit the Team Member to perform or continue to perform a DOT safety-sensitive function.

A DOT regulated Team Member shall inform their Supervisor or Human Resources of any therapeutic drug use which results in the Team Member not being able to perform the essential functions of their job or which creates a direct threat to the safety or welfare of themselves or others in the workplace.

**Controlled Substances Testing** - No DOT regulated Team Member shall report for duty, remain on duty, or perform a DOT safety-sensitive function if the Team Member tests positive for controlled substances.

No Supervisor or Manager, having actual knowledge that a DOT regulated Team Member has tested positive for controlled substances, shall permit the Team Member to perform or continue to perform DOT safety-sensitive functions.

**Refusal to Submit to a Required Alcohol or Controlled Substances Test** - Refusal to submit to an alcohol or controlled substances test means that a DOT regulated Team Member:

- Fails to provide adequate breath or blood for alcohol testing without a valid medical explanation after they have received notice of the requirement;
- Fails to provide adequate urine or blood for controlled substances testing without a valid medical explanation after they have received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No DOT regulated Team Member may refuse to submit to:

- A post-crash alcohol or controlled substances test;
- A random alcohol or controlled substances test;
- A reasonable suspicion alcohol or controlled substances test; or
- A follow-up alcohol or controlled substances test.



No Supervisor or Manager shall permit a DOT regulated Team Member who refuses to submit to such required alcohol and/or controlled substances tests to perform or continue to perform DOT safety-sensitive functions.

Once a DOT regulated Team Member refuses to submit to alcohol or drug testing, they will not be permitted to perform DOT safety-sensitive functions and may be terminated.

## **REQUIRED REPORTING OF RESULTS**

The City shall prepare and maintain an annual calendar year summary of the results of its DOT alcohol and drug testing program.

If the City is notified by the FHWA during January of a given year to submit its results, it shall do so prior to March 15 of that year.

The City's summary of results will be in the format prescribed by the FHWA pursuant to Federal Regulations.

## **DISCIPLINARY CONSEQUENCES FOR VIOLATIONS**

Disciplinary consequences for DOT regulated Team Members for violating Part B of this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and Worker's Compensation benefits. Additionally, a civil penalty may also be assessed by the Secretary of Transportation against the Team Member if the Team Member's actions were grossly negligent or showed a reckless disregard for safety.

Following a verified positive drug or alcohol test, a Team Member will be subject to the following disciplinary action:

**Positive Drug Test Result** - Any DOT regulated Team Member who receives a verified positive drug test result shall be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

**Positive Alcohol Test Result** - Any DOT regulated Team Member who receives an alcohol test result of .04 or greater shall be removed from performing in their position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 4: Five-day suspension.

Any DOT regulated Team Member who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the Team Member has:

- Completed the required five (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP Administrator;
- At the Team Member's own expense (except any portion of the counseling and/or treatment costs that the City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;
- Completed a return-to-duty alcohol test with a result of less than .02% alcohol concentration; and

- After returning to work, the Team Member will be subject to follow-up alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

## **TEAM MEMBER EDUCATIONAL INFORMATION**

**General Requirements** - The City will provide educational materials explaining the requirements of the FHWA and Part B of this Policy. A copy of the above-described educational materials will be provided to each DOT regulated Team Member before the start of required testing and to each DOT regulated Team Member subsequently hired or transferred into a DOT regulated position.

**Required Content of Educational Materials** - Educational materials made available to City DOT regulated Team Members will include a detailed discussion of at least the following:

The identity of the person designated by the City to answer DOT regulated Team Member's questions about the materials.

Sufficient information about the DOT safety-sensitive functions performed by City DOT regulated Team Members to make it clear when the Team Member is required to be in compliance with the FHWA rule.

Specific information describing conduct which is prohibited by the FHWA rule.  
Circumstances under which City DOT regulated Team Members will be tested for alcohol and/or controlled substances under the FHWA rule.

Post-crash procedures and instructions prior to initial operation of a commercial motor vehicle.  
The procedures that will be used to:

- Test for the presence of alcohol or controlled substances;
- Protect the Team Member and integrity of the testing processes; • Safeguard the validity of the test results; and
- Ensure those results are attributed to the correct Team Member.

The requirement that a City DOT regulated Team Member submit to alcohol and controlled substances tests administered in accordance with the FHWA rule.

An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.

The consequences for City DOT regulated Team Members found to have violated the FHWA prohibitions, including immediate removal from DOT safety-sensitive functions and required referral, evaluation, and treatment procedures.

The consequences for DOT regulated Team Members found to have an alcohol concentration of .02 or greater, but less than .04.

Information concerning:

- The effects of alcohol and controlled substances use on an individual's health, work, and personal life;
- Signs and symptoms of an alcohol or a controlled substances problem (the Team Member's or coworker's); and
- Available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to an EAP program, and referral to management.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Employee Assistance Program (EAP)	<b>Policy Number:</b> E-01-05
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 07/29/2014

**POLICY**

The City of Largo has an Employee Assistance Program (EAP) to provide confidential, professional assistance to team members for personal issues that may be affecting either job performance or team member well-being.

Some of the issues that can be successfully handled through EAP counseling include family issues, marital issues, emotional issues, financial issues, alcoholism, other chemical dependency, and more. It is recognized that these are illnesses which can be treated if identified and proper help is offered and sought. The City of Largo's policy is to offer and provide help for team members and their dependents before the illness/situation progresses to the point it jeopardizes their job security.

**PROCEDURE**

A Team Member or family member of a Team member may call the EAP office for information or to make an appointment to discuss a personal issue. An emergency response system has been established to handle such calls on a 24-hour-a-day/7-day-a-week schedule. The EAP contact, as well as what is discussed, is handled in the strictest confidence. Team Member's supervisors or other management personnel are **not** informed of those who choose to use EAP services. The office is located away from the City of Largo and all records and services are treated in a highly confidential manner. The EAP services are provided free for the first five visits per occurrence in each fiscal year; although sometimes the specific treatment or community resources which may be recommended involve a fee. In such cases, these will be fully discussed by the EAP Administrator.

Fees and charges for services by individuals or agencies to which a Team Member or dependent family member is referred by the EAP Administrator are the responsibility of the Team Member. Neither the City of Largo nor the EAP Administrator will be held responsible for the payment of such fees or charges.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Exit Interviews	<b>Policy Number:</b> E-01-07
<b>Policy Manager:</b> Human Resources Department	
<b>Effective Date:</b> July 1, 2022	<b>Preceding Policy Date:</b> May 1, 2004

**PURPOSE**

To provide a method of communication with team members leaving the organization; learning from their employment experience.

**POLICY**

The City of Largo is committed to identifying and addressing improvement opportunities when presented. The Human Resources Department will provide an exit interview process to determine whether there are any trends in separations that would indicate a need to take corrective action, change in policy, or provide needed training to enhance working conditions. All team members leaving the City's employment for any reason will be emailed an Exit Interview questionnaire via a link and (if requested) will be provided the option to meet with Human Resources to discuss reasons for leaving and/or recommendations for improvement.

**PROCEDURE**

1. The manager will begin and complete the Termination process in Workday notifying Human Resources of an exiting Team Member.
2. An email will be automatically sent to the team member's home e-mail address on file with a link for completion. ([www.Largo.com/ExitInterview](http://www.Largo.com/ExitInterview)).
3. If the team member completes the survey, Human Resources will collect the responses.
4. Human Resources will review all responses and identify any concerns listed.
5. Human Resources will send an email with a Departmental listing of separations and survey responses to the Director and City Manager, or Assistant Manager depending on the department.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Fair Labor Standards Act (FLSA)	<b>Policy Number:</b> E-01-08
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 07/01/2008

**POLICY**

To administer the Fair Labor Standards Act (FLSA) within the City organization.

**DEFINITIONS**

Non-Exempt- Team Members that are covered by the Fair Labor Standards Act including requiring overtime premium pay for hours worked over 40 in a work week in addition to minimum wage laws. Non-Exempt public safety staff have varying definitions of work week which are covered in their respective collective bargaining agreements. This classification is often referred to as “hourly.”

Exempt- Team Members that are not covered by the Fair Labor Standards Act as it relates to overtime compensation and eligibility for minimum wage. This classification is often referred to as “salary.”

**PROCEDURE**

**Definition**

All team members, including both full-time, part-time, variable, and temporary who are non-exempt, are subject to the Fair Labor Standards Act (FLSA). The provisions of this act include minimum wage, overtime pay, recordkeeping requirements, and child labor standards.

**Exempt/Non-Exempt**

Each position 'Job Profile' denotes the classification status as Job Exempt “Yes” or “No”. If a position is classified as “Job Exempt = Yes”, it is exempt (not covered under the FLSA provisions). If a position is classified as “Job Exempt = No”, it is non-exempt and the incumbents in the position are covered under FLSA provisions.

**Minimum Hourly Wage**

Team Members are entitled to the applicable minimum wage in effect during hours worked.

**Time Records**

Team Members covered by the FLSA are required to keep accurate record of their hours worked. Work hours reported should show the time the Team Member began work and the time the team member stopped working.

### **Hours of Work**

It is important that team members that are Non-Exempt team members don't start work before their appointed start time, that team members don't work through lunches, or work past the appointed stop time, without having received prior authorization by a supervisor. Responsibility for monitoring work hours begins at the supervisory level closest to the team member. Non-exempt team members need to be knowledgeable of FLSA and the effect it has on the day-to-day work hours. **There is no such thing as voluntary overtime.** In order to properly pay overtime non-exempt team members need to be educated and trained to report for work and leave their job sites at the established hours. Nonsubstantial and insignificant periods of time are considered de minimus under Fair Labor Standards and are not counted as hours worked. Court decisions have held that time periods of approximately ten (10) minutes can be considered de minimus as long as the work is not performed on a daily basis.

### **Meal Periods**

A bona fide meal period which occurs during the scheduled work day is not considered hours worked if the team member is completely relieved from duty for the purpose of eating a regular meal and is permitted to leave his/her post of duty. Ordinarily, 30 minutes or more is considered a bona fide meal period. Where a team member's meal periods are uninterrupted except for rare and infrequent emergency calls, the meal period can be excluded from compensable working time.

### **Rest Periods**

Rest periods of short duration, from 5 to 15 minutes, are counted as hours worked. Rest periods may not accumulate beyond the work day, and are forfeited at the end of each work day.

### **Travel Time**

It is important to understand what is considered Travel Time as it relates to the FLSA. Time spent in ordinary home-to-work travel is not compensable even if the team member works at different job sites. However, time spent traveling during the work day is compensable hours worked. If a team member goes directly home from an outlying job site, the time spent driving home is not compensable. Other examples of travel time are:

1. **One-Day Assignment Out-of-Town:** Where a team member is given a specific one-day work assignment in another city, time spent traveling to and from another city is working/compensable time, except any time spent in eating while traveling.
2. **Overnight Out-of-Town Assignment:** If a team member has an out-of-town assignment which requires an over night stay during his/her normal working hours or non-working hours, the team member must be paid for time spent traveling, except for meal periods.
3. If a team member utilizes public transportation, time spent traveling between home and the public transportation is not compensable.

### **Training Time**

Time spent in actual training required by the City is compensable working time under the FLSA.

### **Exempt Team Members**

As stated in the definitions section of this policy, Exempt Team Members are not covered by the Fair Labor Standards Act as it relates to overtime compensation. This classification of team member is often referred to as "salary." In the Public Sector, exempt team members may have their accrued leave reduced to accommodate absences, Exempt team members will not experience a loss of wages until such time as accumulated leave is expended. A non-pay status will only occur when the exempt team member has exhausted accumulated leave and is absent for the entire workday.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Discrimination and Harassment</b>
	<b>Policy Number: E-01-10</b>
<b>Policy Manager: Human Resources</b>	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 10/07/2003

**POLICY**

The City of Largo is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Acts of discrimination and/or harassment will not be tolerated and shall be promptly reported as outlined in this policy.

**PROCEDURE**

The City expects that all relationships among team members, managers, contractors, vendors, and the public will be professional and free of bias, prejudice, intimidation, coercion and harassment. Any behavior that is discriminatory, coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited. Any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual orientation, gender identity or expression, or similar characteristic or circumstance is prohibited. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

The standard of professional conduct governing this policy is established by the City and not by individuals or groups of individuals. Conduct prohibited by this policy is never acceptable. This includes situations in which individual team members or work groups regard the prohibited conduct as permissible within their group's standards of behavior.

**Retaliation is Prohibited**

The City of Largo absolutely forbids retaliation of any kind against any individual who complains to anyone about alleged discrimination or harassment against themselves or others. The City also forbids retaliation against any individual who is closely related to or associated with a person who participates in any reasonable opposition to discrimination and/or harassment carried out in good faith is also prohibited. Acts of retaliation shall be reported immediately and will be promptly investigated and addressed.

A team member's protests against alleged discriminatory employment practices will not release the worker from appropriate discipline or discharge. Opposition to perceived discrimination or harassment does not serve as a license for the team member to neglect job duties.

## **Definitions and Examples**

Incidents of harassment and retaliation may be subjective and include a range of subtle and overt behaviors. To help team members and managers in understanding what harassment is, the following definitions and examples are provided.

1. **Harassment** is any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual orientation, gender identity, or expression, or similar characteristic or circumstance and includes but is not limited to, any action that:
  - a. creates an intimidating, hostile or offensive work environment.
  - b. unreasonably interferes with an individual's work performance.
  - c. otherwise adversely affects an individual's employment opportunities.
2. **Harassing Conduct** includes but is not limited to:
  - a. epithets, slurs, offensive or derogatory comments, or negative stereotyping;
  - b. threatening, coercive, intimidating, or hostile acts;
  - c. denigrating jokes; and written or graphic material that belittles, demeans, denigrates or shows hostility or aversion toward an individual or group.
3. **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature when:
  - a. submission to the conduct is an explicit or implicit term or condition of employment; or
  - b. submission to or rejection of the conduct is used as the basis for an employment decision; or
  - c. the conduct has the purpose of creating an intimidating, hostile, or offensive work environment.
4. **Sexual Harassment** may involve individuals of the same or different gender and includes, but is not limited to the following kinds of behavior.
  - a. Verbal: Sexual innuendos, suggestive comments, insults, humor, jokes about sex, anatomy or gender-specific traits, explicit sexual propositions, threats, repeated requests for dates or statements about someone's anatomy or statements about other team member(s) even outside of their presence of a sexual nature.
  - b. Non-Verbal: Suggestive or insulting sounds (i.e. whistling, catcalls, smacking or kissing noises), leering or obscene or sexually suggestive gestures.
  - c. Visual: Posters, signs, pin-ups or slogans of a sexual nature.
  - d. Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or assault.
5. **Retaliation** is adverse action against a team member because they have reported discrimination or harassment or because they have participated in an investigation related to such complaints. The adverse action might be in the form of:
  - a. threats;
  - b. harassment in or out of the workplace;
  - c. any other adverse treatment that is likely to deter that individual or other team members from reasonable opposition to discrimination and/or harassment.
6. Examples of **Adverse Actions** include but are not limited to:
  - a. denial of promotion or job benefits;
  - b. limiting access to an internal grievance procedure;
  - c. reprimands, demotion, suspension, and discharge;

- d. subjecting the individual's work performance to heightened scrutiny;
- e. unsubstantiated negative evaluations;
- f. giving an unsubstantiated negative job reference;
- g. unfair treatment of a team member because his/her relative, who is also a team member, filed a complaint.

### **Reporting Incidents of Harassment, Discrimination or Retaliation**

City team members are required to promptly report all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. If any team member has a complaint or allegation of harassment, discrimination, or retaliation, the team member should report the incident to his/her immediate supervisor or manager. If the team member is not comfortable taking the complaint to the supervisor or manager or is not satisfied with the corrective action taken by the supervisor or manager, the allegation must be reported to the Department Director, the Assistant Human Resources Director, or the Human Resources Director.

### **False Claims**

False and malicious complaints of harassment, discrimination or retaliation will result in disciplinary action. Individuals who report a complaint made in good faith, even if not sustained, are not subject to disciplinary action.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Internal Investigations</b>
<b>Policy Number: E-01-11</b>	
<b>Originating Department/Division: Human Resources</b>	
<b>Effective Date: October 1, 2005</b>	<b>Preceding Policy Date: 03/01/04</b>

**POLICY**

The purpose of this policy is to establish and implement a system for the receipt, investigation, and determination of complaints received by the City regarding alleged employee misconduct.

Fair, thorough, and professional investigations of allegations of misconduct are essential to maintain high standards of professional conduct and for the protection of City employees against unfair or false allegations. The quality of investigations are a direct reflection upon the City's ability to govern itself and, consequently, is A critical element in maintaining the Community's faith and trust in the City.

It is the responsibility of each City employee to conduct himself/herself in a professional manner. It is the responsibility of supervisors to ensure that employees are treated in a fair, equitable, and consistent manner according to City policy.

While this policy applies to all employees of the City of Largo, in most cases, the Police Department and Fire Rescue Department will use their own internal investigations process. All internal investigations concerning the City of Largo's Discrimination and Harassment policy will be handled by the Human Resources Department.

**PROCEDURE**

An internal investigation will be conducted when a report alleging that an employee breached the public trust and confidence or committed a violation of a City policy. Before an investigation is commenced, the investigator will determine if the report presents sufficient facts that, if proved true, will constitute a violation of the public trust or the violation of a City policy.

An internal investigation is not indicated nor is one deemed to exist in disciplinary matters that come to the attention of supervisory personnel during the course of normal duties i.e. supervisor has direct knowledge of an infraction being committed by a subordinate. Each Department will process reports concerning employees only as they relate to job duties, performance of the job duties and violation of written directives that apply to job duties, or performance of job duties. While the supervisor receiving the report may conduct sufficient inquiry of the complaint to test the allegation, an internal investigation will be initiated only at the direction of the City Manager or Human Resources Director. All internal investigations will be conducted by or under the direction of the Human Resources Department and the City Attorney.

The employee who is the subject of the report will be notified of the allegations if they are found sufficient to justify an Internal Investigation. Human Resources will contact the employee prior to the start of the investigation.

### Receipt and Processing of Report

1. The complaining party shall be directed to the employee's immediate supervisor or next level supervisor if that individual is not available.
2. The supervisor will take the report. The immediate supervisor and next level supervisor, Department Director, and/or Human Resources Director will confer to review the facts of the complaint and to determine that the complaint is related to job duties and/or performance and can be processed within the Department.
3. Should the report involve more than a job performance or job duty issue, or be found more serious than originally believed, the report will be handled as an internal investigation, pursuant to this policy.
4. The immediate supervisor will complete a Discrimination/Harassment Report Form. The completed form will be hand delivered to the Human Resources Department.

### Internal Investigations – Human Resources Department

5. The Human Resources Department will review the Discrimination/Harassment Report Form and information provided to:
  - a. determine with the City Attorney whether the report is sufficient to justify an investigation;
  - b. identify the need for an investigation including the witnesses to be interviewed and the anticipated length of time needed to conduct the investigation;
  - c. select the appropriate investigator;
  - d. identify and/or assist with the identification of potential witnesses and documents to be reviewed;
  - e. prepare or assist with the preparation of a plan for the investigation, an outline of questions, and to review the plan on a periodic basis.
6. Should the Human Resources Director or the City Manager determine that an internal investigation is justified the employee will be notified in writing through certified mail of the allegation and purpose of the investigation. Depending upon the severity of the allegation and the position held by the employee, he/she may be placed on Administrative Leave with pay pending the results of the investigation. The investigator should not expand the investigation beyond the initial allegations without good cause and after consultation with the City Attorney. The investigator should advise the employee of the anticipated length of time necessary to conduct the investigation.
7. If the employee requests another employee, an attorney, or a union representative to be present during an administrative fact-finding meeting, every effort will be made to honor the employee's request. The respective manager/supervisor must be notified in advance if an employee will be accompanied by an attorney. The attorney will be admitted to the meeting solely in the role of an observer. In the event the respective manager/supervisor is not informed of the presence of an attorney previous to the meeting, the meeting may be rescheduled at the investigator's discretion. In the event there is a scheduling conflict with the employee's representative or an attorney, or no advance notice of an attorney occurred, the meetings must be rescheduled to occur within five business days. If, at any time during the investigative process, it appears there may be criminal implications of misconduct, the Human Resources Director will be advised and immediate notification will be made to the employee and appropriate authorities.
8. The investigator shall prepare and submit the final report to the Department Director. This report will include the Discrimination/Harassment Report Form with supporting documentation; report of

the investigation; copies of applicable policies, procedures, rules, and regulations; copies of written statements, interview forms and supporting documentation, and findings of fact.

9. All internal investigations shall have one of the following conclusions:
  - a. Unfounded- The allegation is false and not factual.
  - b. Exonerated- The incident occurred, but was lawful and proper.
  - c. Not Sustained- Insufficient evidence to prove or disprove the allegation.
  - d. Sustained- The allegation is supported by sufficient evidence to justify a reasonable conclusion that the allegation is factual.
  - e. Policy/Procedure Deficiency- Employee's actions are in compliance with Department policies, procedures, or rules, but the policy, procedure, or rule is deficient.
10. The Department Director will determine the final adjudication.
11. All applicable laws, rules and regulations, and policies relating to code of conduct, disciplinary action, and individual rights will apply.
12. Should disciplinary action be taken as a result of an investigation, guidelines for the use of the pre-disciplinary procedure appeals through appropriate collective bargaining unit or through the Personnel Advisory Board will apply.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Tobacco Free Workplace	<b>Policy Number:</b> E-01-13
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 03/01/2012

**POLICY**

This policy is to establish a Tobacco Free Workplace and work to protect and benefit the public health, comfort, and environment for citizens and team members.

**PROCEDURE**

The City of Largo is a Tobacco Free Workplace. Team members are not allowed to use tobacco products during city paid working hours including city-paid breaks - except for meal breaks which are taken on the team member's own time. A team member who chooses to use tobacco products during his/her meal break or on his/her own time must do so off City premises. Use of tobacco products is always prohibited in City vehicles.

For purposes of this policy, "City Premises" would include City-owned and/or maintained parks, buildings and facilities including the surrounding grounds and indoor and outdoor associated walkways. City premises do not include city-owned roadways or rights-of-way including public sidewalks in the rights-or-way. "Use of tobacco products" includes smoking or carrying a lighted cigarette, cigar, cigarillo, pipe or other smoking material (i.e. e-cigarettes) or use of chewing tobacco, snuff, herbal tobacco, and/or any smokeless tobacco products.

The City Manager is responsible for ensuring uniform citywide implementation of this policy. Department Directors, managers, and supervisors are responsible for uniform implementation of this policy in their respective work area(s)/facilities/buildings/vehicles.

Department Directors, managers, and supervisors are responsible for installing "No Smoking" signs indoors, outdoors and inside vehicles as appropriate.

The Department of initial hire is responsible for explaining this policy to prospective team members during the interview process before an offer of employment is made.

Human Resources is responsible for communicating this policy to new team members in the regularly scheduled orientation meetings. In addition, Human Resources is responsible for supporting the smoking cessation programming.

Citizens, clients, contractors, and visitors to City facilities are encouraged to voluntarily comply with the Tobacco Free Workplace.

When team members are off duty, team members are members of the Public and may use tobacco as a member of the Public (other than Police and Fire which have Tobacco-Free Hiring since 1990 -

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> City Payments to Team Members	<b>Policy Number:</b> E-01-14
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2021	<b>Preceding Policy Date:</b> 03/5/2010

**PURPOSE**

To provide a secure, confidential, convenient, timely, and cost-effective method for transmitting all City payments to Team Members, including payroll.

**POLICY**

Team Members are encouraged to set-up Direct Deposit for all City payments, including payroll. Direct Deposit is a secure, accurate and efficient way for the City to transmit funds to Team Members in a timely manner and mitigates the risk of lost or misplaced physical checks. For Team Members who do not elect Direct Deposit, the Finance Department is responsible for the distribution of physical checks to a Team Member’s Department Director or their designee. Team Members may access new Direct Deposit information via the Workday system on every regular payday.

It is a Team Member’s responsibility to notify the Payroll Specialist in the Finance Department of any change to their bank and/or bank account(s) that affects their Direct Deposit by completing a new Direct Deposit Authorization Agreement. Additionally, it is the Team Member’s responsibility to ensure that City payments are posted prior to disbursing funds from their bank accounts.

Should a Team Member fail to notify the Payroll Specialist that a bank account was closed or changed, the City will not issue a replacement physical check until all misdirected funds are received from the banking institution.

The City is not liable for any fees or penalties charged for mis-directed payments by any banking institutions. If fees or penalties are deducted from the return of misdirected payments to the City, by the banking institution, a physical check will not be issued.

When a Direct Deposit account change is requested, payment elections should be made in the Workday system and the Direct Deposit Authorization Agreement must be returned to the Payroll Specialist.

A Direct Deposit change request will normally be effective on the 2nd payroll cycle (2nd payroll period) following the receipt of the Direct Deposit Authorization Agreement by the Payroll Specialist in the Finance Department.



## **PROCEDURE**

1. Physical checks will be made available to Department Directors or their designees by 2:00 p.m. on the day before each regular payday.
2. Physical checks may be released to Team Members at any time on a regular payday, on the preceding day or at the end of work shifts at the discretion of each Department Director, based on each department's unique operating conditions.
3. An early release of physical checks is a convenience for Team Members. Physical checks that are released prior to a regular payday may not be cashed or deposited until the regular payday.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Personnel Changes (New Position, Reclassification, Delete / Add)</b>	<b>Policy Number: E-01-16</b>
<b>Originating Department/Division: Human Resources</b>		
<b>Effective Date: May 1, 2004</b>		<b>Preceding Policy Date: 06/15/21</b>

**POLICY**

From time to time departments desire to make personnel changes. These changes can be categorized as the reclassification of an existing position or the process of deletion and addition of a position. The purpose of this procedure is to explain the specific steps needed to be taken by a department when it wishes to effect one of these personnel changes. All changes will be initiated by completing the appropriate form as listed below and forwarding it to the Human Resources Department (HR). Forms can be found in */home/largo/lq/forms/personnel/directory*.

**PROCEDURE**

**Reclassification (Form No. P006 - located in /home/largo/lq/forms/personnel/p006reclass.stw)**

Over an extended period of time, the duties and responsibilities of an existing position may change from those originally identified in the job description. These changes may necessitate a change in the classification of the position. A Department Director shall request HR to perform a job audit to determine the need for a reclassification. After review of the job audit with the requesting Department Director, HR will make the decision as to the proper classification for the revised position. Implementation of a reclassification is subject to review by the City Manager and may be subject to approval by the City Commission.

**New Position (Form No. P005- located in /home/largo/lq/forms/personnel/p005newposition.stw)**

Most new positions are requested as part of the budget preparation process each spring for implementation on October 1. New positions added during the fiscal year must be added by means of a budget amendment prepared by the Assistant City Manager and approved by the City Commission. All requests for new positions must be submitted to HR accompanied by a completed position questionnaire. HR shall recommend the proper classification for the position and prepare a job description if the duties of the position do not fall within a current job description.

**Delete/Add (Form No. P007 - located in /home/largo/lq/forms/personnel/p007-delete add.stw)**

A department may determine that a current, budgeted position is no longer appropriate and that another classification is needed in its place. This replacement of a position of one classification with another is referred to as a delete/add. Compared to a reclassification, which is a gradual evolutionary change in the duties and responsibilities of a position, a delete/add is actually a reorganization. A delete/add may be requested either as part of the annual budget submission or may be requested during the fiscal year. A request for a delete/add position shall follow essentially the same procedure as a new position request.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Service Recognition</b>
<b>Policy Number: E-01-17</b>	
<b>Originating Department/Division: Human Resources</b>	
<b>Effective Date: January 1, 2016</b>	<b>Preceding Policy Date: 10/07/08</b>

**POLICY**

A solid wood plaque inscribed with the City seal will be presented by the City Manager or designee to any employee on his/her last work day who has tenor more years of service with the City of Largo. If an employee does not want a plaque, the employee may choose a gift card, or charitable contribution in the amount equal to the cost of the plaque.

In addition to the recognition described above, an employee with 20 years or more of service will be given a life-time membership with the Recreation, Parks and Arts Department.

**PROCEDURE**

As soon as an eligible employee gives notice of his/her separation, it will be the responsibility of each department to notify the Human Resources to order the City Plaque. The department should specify the account number to be charged for the plaque. If the employee chooses the gift card the department will obtain the gift card and report the purchase to the Payroll / Senior Accounting Clerk in Finance. If the employee chooses a charitable contribution, the department will request a check to the charity to be prepared by Finance which will not be taxable.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Travel	<b>Policy Number:</b> E-01-18
<b>Originating Department/Division:</b> Administration	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> 10/01/2019

**PURPOSE**

The State of Florida has established travel per diem and expense regulations, which municipalities must follow unless a separate ordinance is adopted by the City Commission. The City established alternative per diem and expense reimbursement policy via City Ordinance 2019-76 (creating section 2-52 of the City Code) to reduce administrative burden and complexity associated with processing travel arrangements and align with federal reimbursement rates. This policy communicates the established per diem and travel expense reimbursement policies and associated administrative procedures.

**POLICY**

**2-52(a) Policy:** Pursuant to section 166.021 (9)(b), Florida Statutes, the passage and adoption of this policy by the Largo City Commission provides for a per diem and travel expense policy for its travelers which varies from the provisions of section 112.061, Florida Statutes. As such, the City of Largo is exempt from all provisions of section 112.061, Florida Statutes. This policy is subject to the provisions of section 166.021 (9), Florida Statutes.

**2-52(b)** The intent of this policy is to provide parameters that will support team member learning and development opportunities that cultivate a high-performance culture. The City of Largo encourages team members to participate in professional and organizational development by attending training events, conferences, seminars, etc. This policy governs expenses associated with attendance at such events. This policy does not pertain to routine, local travel associated with City business (meetings, committees, etc.). This policy does not pertain to expenses related to tuition reimbursement for college or trade school courses. It is the responsibility of the team member who is traveling (traveler) to ensure correct documentation, authorization, and submission of any required forms both before and after travel. Pursuant to section 166.021 (9)(c), Florida Statutes, travel claims submitted in compliance with this policy do not have to be notarized, but must contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter.

**2-52(c)** Travelers must be mindful that costs are paid with public funds and that the public expects all costs incurred to be reasonable and necessary. Our City value of integrity is exercised through the use of good judgement in all decisions made regarding the types of travel costs incurred and the amounts incurred, so that the public's trust is always maintained. Pursuant to section 166.021 (9)(c), Florida Statutes, any person who willfully makes and subscribes any claim that he or she does not believe to be true and correct as to every material matter, or who willfully aids or assist in, or procures, counsels or advises the preparation or presentation of such a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, commits a misdemeanor of the second degree, punishable as provided in section 775.082, Fla. Statutes or section 775.083, Fla. Statutes. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

## **2-52(d): Allowable Expenses**

**2-52 (d)(1) Registration & Fees:** Costs to register for a conference or training event, pre-paid before attending the conference.

**2-52 (d)(2) Lodging:** Lodging costs are permissible outside Pinellas, Hillsborough, Pasco, or Manatee Counties. Reasonableness of lodging costs should be considered prior to booking reservation, and travelers must be prepared to provide written justification for the selected lodging.

**2-52 (d)(3) Meal Per Diem:** The City will include travel and training per diem payments based on the [Federal GSA Meals and Incidentals \(M&IE\)](#) Per Diem Rates for the Tampa/St. Petersburg area (rounded to the nearest \$5), regardless of travel destination. Per diem payments will be processed as a direct deposit to the team members bank account on file before or after travel, depending on when Spend Authorizations/Expense Reports (Workday) are approved in the Finance Department and costs are incurred. No special pre-travel special checks will be printed, nor will petty cash be provided, regardless of the reason or cause.

**2-52 (d)(4) Outside Area:** Travel outside of Pinellas, Hillsborough, Pasco, or Manatee Counties will be eligible for a per diem as outlined above. Travel days will be eligible for 50% of the per diem rate, regardless of departure time.

**2-52 (d)(5) Inside Area:** Per diem rates for full-day travel within Pinellas, Hillsborough, Pasco, or Manatee Counties will be eligible for \$15 per diem for out-of-pocket meal expenses, except when a meal is provided as part of the meeting or conference.

**2-52 (d)(6) Airfare:** Regular cabin airline tickets will be purchased online directly through a carrier or online travel site (e.g. Kayak, Orbitz, Expedia) with a City purchasing card. Travelers must shop for the best price available for airline reservations, taking into reasonable consideration the length or number of stops for available flights. The City will pay for one piece of checked luggage, if necessary. The City will not pay for priority boarding, seating upgrades or other special service charges unless a reasonable accommodation is necessary and documentation has been provided.

**2-52 (d)(7) City Vehicle:** Travelers are encouraged to use a City vehicle for in-state travel when practical. Travelers who receive a car allowance are not eligible to use a City vehicle unless they are traveling in a group that does not fit in the team member's personal vehicle.

**2-52 (d)(8) Private Vehicle:** If authorized by the traveler's supervisor, use of a private vehicle will be reimbursed for mileage at the rate established by the Federal Internal Revenue Service annual mileage rate, rounded down to the nearest penny. Travelers who receive a car allowance will not be reimbursed for mileage or fuel.

**2-52 (d)(9) Car Rental:** Rental cars may be authorized at the point of destination. An appropriate rental car will be arranged before travel. The City will not pay for supplemental insurance or other add-ons. Rental vehicles will be returned on-time with the appropriate fuel level. Additional costs will be the responsibility of the traveling team member.

**2-52 (d)(10) Other Transportation:** The City will prepay or reimburse for transportation to and from hotel, airport, and event. Public transit, regular shuttle services, and/or ridesharing should be used whenever available or practical. Transportation for dining or other personal reasons will not be reimbursed.

**2-52 (d)(11) Parking:** Airport parking will be reimbursed at the maximum daily rate for the Economy Parking Garage. The City will reimburse other reasonable parking expenses (e.g. hotel, garage, lot) at actual costs if a receipt is provided. The lesser cost of ride-share/taxi or economy parking will be used when traveling (e.g.: economy parking for four days may be less expensive than round-trip costs using ridesharing).

**2-52 (d)(12) Fuel & Tolls:** City vehicles will be fueled at Fleet Services before departure. Elsewhere, a purchase card should be used to fuel City vehicles, if available. Team members without a purchase card will be reimbursed with receipt for fueling City or rental vehicles. Tolls for both City vehicles and personal vehicles are reimbursable with a receipt.

**PROCEDURE – PRE-TRAVEL**

**A) Authorization Parameters:** All travel must be authorized by the supervisor and the Department Director or designee (if over \$3000) by entering a Spend Authorization in Workday before incurring any expenses. Expenses incurred before obtaining approval are ineligible for reimbursement. A traveler may not approve their own travel or reimbursement.

	Local Travel* All Team Members		In-State Travel	Out-of-State Travel for Represented Team Members
<b><u>Required Approvals</u></b> (in order)	<u>No fee/ One Day</u>	<u>All Other</u>		
Supervisor	X	X	X	X
Director		(+ \$3,000)	(+ \$3,000)	
CM / ACM		As Needed ("Add Approver" in Workday)	As Needed ("Add Approver" in Workday)	As Needed ("Add Approver" in Workday)

**(B) Pre-Paid Expense:** The City will pre-pay all possible expenses using a purchase card or purchase order. The City will pay reasonable and necessary expenses incurred in connection with approved travel that could not be pre-paid. Team members can make travel arrangements themselves, prepay travel expenses, and complete the travel expense documentation in Workday via Spend Authorizations (pre-approval and per diem) and Expense Reports (only those items needing to be reimbursed to team members). If necessary, Department staff with the Workday role of "Expense Data Entry Specialist" can enter Spend Authorizations and Expense Reports for other team members.

**(C) Pre-Paid Per Diem Requests:** The City will pre-pay per diem allowances upon request if the Spend Authorization is submitted in Workday no less than two weeks prior to travel.

**(D) Pre-Travel Considerations:** In an effort to reduce expenses associated with travel whenever practical, staff should evaluate the following factors:

- a) Use of bulk travel or event registration discounts;
- b) Carpooling;
- c) Conducting training in-house or hiring a training instead of travel;
- d) Whether the event will be available locally at another time;
- e) Flying vs. driving costs;
- f) Any other general issues of efficiency, cost reduction and public perception.

**(E) Travel Cost Thresholds:** Total conference costs exceeding \$3,000 require approval by the Department Director prior to booking the travel.

**(F) Personal Funds:** Travelers should review reimbursement guidelines before spending personal funds for travel to determine if such expenses are reimbursable. The City reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted on the Workday expense report.

**(G) Extended Travel or Vacation in Conjunction with Business Travel:** If a traveler requests additional travel time beyond what would be reasonably necessary surrounding the event, additional travel time will be charged as leave time and additional expenses incurred will be the responsibility of the traveling team member. Supervisors are responsible for determining reasonable travel times and expenses. Travelers should provide documentation of cost comparisons.

**(H): Expenses Incurred During Travel:** Traveling team members are responsible for keeping receipts for all reimbursable expenses. Travelers using personal funds to pay eligible expenses will not be reimbursed without a receipt or without an explanation for the lost receipt. Since a meal per diem is received, no food or beverages should be charged to a City purchasing card, and no food or beverage costs will be reimbursed. When traveling within the State of Florida, travelers take a tax-exempt certificate and ensure that no sales taxes are included for hotel/lodging.

### **PROCEDURE – POST TRAVEL**

**(A): Reporting:** The traveler must submit a final Expense Report in Workday that includes all supporting documentation. If the Expense Report is not routed for final approval to the Finance Department within 45 days of return, all or any reimbursements will be denied. The final Expense Report must be completed even if no money is owed to the traveler.

**(B) Approval of Post Travel Expenses:** The traveler's supervisor is responsible for ensuring that travel expenses claimed on an Expense Report are reasonable, in compliance with all City policies, and in alignment with the pre-travel Spend Authorization. The Finance Department will conduct a secondary review upon receipt of the final Expense Report and consult with the traveler's supervisor and Department Director regarding any questions on reported expenses.

**(C): Fines & Penalties:** Vehicle related fines and penalties incurred while traveling are the responsibility of the team member. Common fines include: parking and speeding fines, towing costs and other costs associated with enforcement activities, regardless of the reason or cause. Travelers are personally responsible for vehicle operation and must remain aware of speed limits, parking time and place limits, and all vehicle operator responsibilities.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Temporary Position, Request to Hire Non-Budgeted</b>	<b>Policy Number: E-01-19</b>
<b>Originating Department/Division: Administration/City Manager</b>		
<b>Effective Date: July 15, 2001</b>		<b>Preceding Policy Date: 03/12/90</b>

**POLICY**

The hiring of a temporary position not authorized in the budget must be approved by the Assistant City Manager. A temporary position may be filled with either a temporary City employee hired through the normal City hiring procedures or through a temporary service with which the City has a contract.

**PROCEDURE**

In order to request the hiring of a non-budget temporary position, it is necessary for the requesting department to complete the attached form and submit it to the Assistant City Manager. After review, the Assistant City Manager shall return the form to the requesting department. If employment of a temporary position through an agency is approved, the form with the Assistant City Manager's signature must be forwarded to the Human Resources Department for processing. All contact with the temporary service will be made through the Human Resources Department.

If a temporary City position is approved, the form with the Assistant City Manager's signature and a signed Position Vacancy Approval form must be forwarded to the Human Resources Department.



**REQUEST TO HIRE NON-BUDGETED TEMPORARY POSITION**

Department: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Work Site Location/Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Length of Employment: \_\_\_\_\_  
Working Hours: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Approximate Cost: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Budget Account: \_\_\_\_\_

Temporary City Employee:  Employment Agency:  (Check One)

Specific Skills: \_\_\_\_\_  
\_\_\_\_\_

Driver's License Required: Yes  No  CDL

Equipment Operated: \_\_\_\_\_  
\_\_\_\_\_

Job Duties and Responsibilities (Be Specific): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_  
Department Director Signature

Approved/Denied

\_\_\_\_\_  
Date: \_\_\_\_\_  
Assistant City Manager

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Interview Expenses &amp; Relocation Assistance</b>	<b>Policy Number: E-01-20</b>
<b>Policy Manager: City Administration / City Manager</b>		
<b>Effective Date: October 1, 2021</b>		<b>Preceding Policy Date: 07/15/2001</b>

### **PURPOSE**

The City of Largo is committed to attracting and retaining a high-quality workforce that delivers superior city services. Recruitment is an essential function, and the ability to engage with all candidates, regardless of location is an important part of the recruitment process. This policy is intended to provide clarity and establish uniformity among interview expense and relocation assistance practices throughout the City.

### **POLICY**

Interview expenses and/or relocation assistance for non-represented positions, outlined in the procedure below, may be paid based on approval of the Department Director. Interview expenses may include travel, per diem, and overnight accommodations when applicable. Reimbursement for an accompanying spouse or other person(s) traveling with the applicant are not permitted unless it is an Executive Management recruitment.

### **PROCEDURE**

#### **Interview Expenses**

Interview expenses must be related to the interview process. Expenses associated with vacation-related activities while in the area are not eligible for reimbursement. Staying extra nights in a hotel outside of the interview process is not eligible for reimbursement.

Expenses eligible for reimbursement are outlined below:

- Airline reservations that are made based on the most direct route at the best rates available.
- Personal automobile mileage reimbursement based on the shortest driving distance, and at the City's current mileage reimbursement rate plus tolls.
- Car rentals may be reimbursed if the cost of standard airport taxi or vendors such as UBER or LYFT are estimated to be more than the cost of renting a car.
- The City will not reimburse for meal costs. Candidates will be provided a per diem, as outlined in the City's Travel Policy.
- Candidates must provide receipts, invoices or mileage estimates before reimbursement is made.
- Lodging will be provided for candidates who are required to stay overnight. The interviewing department will make the necessary arrangements and the City will pay these expenses directly.

Interview Expense payments will be charged to the cost center where the position is budgeted within the recruiting Department's budget utilizing the Ad Hoc Payment process in Workday.

#### **Relocation Assistance**

Relocation assistance is offered with the contingent offer letter and contains a repayment clause due to voluntary separation, or separation for cause prior to six months of employment.

Relocation Assistance Parameters:

Relocation assistance may be offered to candidates living outside Pinellas, Pasco, Hillsborough, and Manatee Counties. Relocation assistance amounts are outlined below:

1. Executive Management: Negotiated with approval by the City Manager/Assistant City Manager.
2. Senior Management: \$6,000
3. Supervisory: \$4,000
4. Professional: \$2,500
5. Represented: \$1,000

Requests to provide Relocation Assistance greater than the amounts outlined above must be approved by the City Manager or Assistant City Manager.

All Relocation Assistance payments will be charged to the cost center where the position is budgeted within the recruiting Department's budget. Relocation Assistance is a taxable payment and will be processed through payroll in Workday.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Ethics</b>
<b>Policy Number: E-01-21</b>	
<b>Originating Department/Division: Human Resources</b>	
<b>Effective Date: February 1, 2020</b>	<b>Preceding Policy Date: 1/25/08</b>

**PURPOSE**

Team members have the honor and privilege to serve our community, and demonstrate the values of our organization through the quality of work we do and decisions made. As a public service organization, ethics and upholding the public trust and confidence is our first goal and priority.

Team members will maintain the highest ethical standards in the conduct of City affairs with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

Team members must demonstrate professional excellence and attitude based upon sound judgment, free of personal biases. The most important responsibility of all team members is to believe in, and then act upon, the shared values of our organization. It is in this way that we inspire public confidence and trust in City government. The City’s Ethics Policy, in accordance with Chapter 112 of FL Statutes, and posted in the Ethics section of the Administrative Policies & Procedures Manual.

**Ethical Standards:**

We must strive for professional excellence and exhibit at all times a professional attitude based upon sound judgment free of personal biases. The most important responsibility of management is to believe in, and then act upon, the shared values of our organization. The following standards of ethics are presented to further define the organization's values and to establish the expectations of the City ethics policy.

- 1. Personal Honesty and Integrity:** Each employee has a responsibility to the organization and his or her colleagues to demonstrate the highest standards of personal integrity, honesty, and fortitude in all public activities. It is in this way that we can inspire public confidence and trust in City government.
- 2. Open and Accessible Government:** A primary responsibility and fundamental value must be open and honest government. Our competence is encouraged by subjecting actions to the public arena and ideas become better when we expose them to public scrutiny. It is crucial that we maintain an organizational reputation for honesty and integrity. In order to further our service goals, we must remain accessible to the public at all times.
- 3. Fiscal Responsibility:** Proper use of public funds is a trust that must continually be guarded. Public funds must be managed in the most efficient manner at all times. All rules and regulations pursuant to their use must be adhered to.
- 4. Citizen Service Orientation:** This organization recognizes that the chief function of local government at all times is to serve the best interests of all the people. We are committed to serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

## PROCEDURE

### **1. Florida Statutes:**

Chapter 112 of the Florida Statutes ("Conflict of Interest Law") applies to all public officers and employees, including officers and employees of municipalities. The declared policy of this law is to prohibit any public officer or employee from having any interest in, or engaging in any business or transaction, or from incurring any obligation "which is in substantial conflict with the proper discharge of his/her duties in the public interest."

Florida law states that "No public officer, employee of an agency...shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee...would be influenced thereby."

If an officer or employee of the City is an officer, director, partner, proprietor, associate, or general agent (other than a resident agent solely for service of process) of, or owns a material interest in, any business entity which is granted a privilege to operate in the State of Florida, he/she must file a statement disclosing such facts with the Clerk of the Circuit Court.

The law further prohibits any public officer or employee from:

- using or attempting to use the official position to secure special privileges or exemptions for himself/herself, or others;
- accepting employment or engaging in any business or professional activity which might reasonably be expected to require or induce the disclosure of confidential information acquired by the public officer or employee by reason of official position;
- disclosing to others, or using for personal benefit any confidential information gained by reason of official position;
- accepting other employment which might impair the independence or judgment of the public officer or employee in the performance of public duty;
- receiving any compensation for official services to the City from any source other than the City;
- transacting any business in an official capacity with any other business entity of which the public officer or employee is an officer, director, agent, member, or owns a controlling interest;
- having personal investments in any enterprise which will create a substantial conflict between private interests and the public interest.

This procedure is not intended and shall not be construed to prevent any public officer or employee from accepting lawful private employment or following any pursuit which in no way interferes with the full and faithful discharge of public duties.

### **2. General**

This procedure prescribes appropriate standards of ethical conduct for all employees of the City. Each department has the right to institute more restrictive policies which conform to the intent of these guidelines. It is the intent of this procedure that an employee avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:

- using City position for private gain;
- offering preferential treatment to any person;
- impeding City efficiency or economy;
- losing complete independence or impartiality;
- making a City decision outside of official channels;

- affecting adversely the confidence of the public in the integrity of the City

## POLICY

### 1. **Outside Employment:**

No employee may secure employment outside the City service, including being retained as an expert, except in accordance with the following conditions:

- Employee first files a written notification with his/her department director. The request must state the type and place of employment, the hours of work, and the employer's name. If the job has more than one location, the employee must furnish the name, address, and telephone number of someone who will know his/her whereabouts.
- The employee makes arrangements with the outside employer to be relieved from his/her duties if called for emergency work by the City. City employment is the first priority.
- In the opinion of the employee's department director, the outside employment must not present a conflict of interest with City employment.
- If any time outside employment interferes with an employee's job requirement or performance for the City, the department director may require the employee's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

### 2. **Gratuities:**

- No employee shall solicit directly or indirectly any gratuity regardless of value from any person.
- No employee shall accept directly or indirectly any gratuity, regardless of value, which is offered based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.
- An employee shall not accept a gift, gratuity, or reward in response to performing an official act or providing a specific service that requires a decision that may benefit the recipient.
- An employee may accept unsolicited gratuities of a value up to and including \$100, provided such offer and acceptance do not violate the provisions of Florida Statute 112.313 - 112.318.
- City employees may accept gratuities without regard to value when such gratuities are offered to the City and are accepted on behalf of the City, with said gratuity to remain the property of the City.
- Employees or their designee may accept, regardless of value, admission to events to which they are invited in their official, representative capacity as an official of the City of Largo.

This procedure shall not be interpreted to prevent an employee from entering into a bona fide business transaction for the services of or purchase of goods or materials from a person, firm, or corporation doing business with the City when no special benefit is accorded or sought by the employee, which is not otherwise available to other patrons.

### 3. **Honoraria**

A City employee may not accept an honorarium from anyone seeking to influence the governmental decision-making of the employee or the City, or who seeks to encourage the passage, defeat, or modification of any proposal or recommendation of the employee or the City either at the present time or who has done so in the preceding 12 months. In such cases, only acceptance of actual and reasonable transportation, lodging, and food and beverage expenses related to the honorarium event is permissible.

A City employee may not attend an event on City time for which an honorarium is received. If

only actual expenses are received, then the employee's department director must approve attendance on City time.

**4. Divulgence of Information**

No employee shall furnish to anyone any information, other than public information, that was obtained as a result of employment with the City to gain personal advantage for himself/herself or another. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or providing of information that would place the employee or the recipient in a position of advantage over the general public, and thereby constitute a violation of public trust.

**5. Coercion:**

An employee is prohibited from using or allowing a family member to use the employee's City employment to coerce or give the appearance of coercing a person to provide benefit to himself/herself, or another person, particularly one with whom the employee has family, business, or financial ties.

**6. Interest in contract with City - Employees of the City:**

No employee of the City of Largo shall be directly or indirectly employed by any person, firm, or corporation nor be interested, directly or indirectly, in any firm, or corporation having, or proposing to have, any contractual relation with or rendering, or proposing to render for any consideration, services to the City or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member shall be sought, obtained, or required in any connection with such contract or service. No person, firm, or corporation having, or proposing to have any contractual relationship with, or rendering, or proposing to render for any consideration, services to the City, or any department, board, or agency of the City shall employ or have as an interested party, directly or indirectly, any employee of the City, when the approval, concurrence, decision, recommendation or advice of such employee shall be sought, obtained, or required in connection with such contract or service. No person, firm, or corporation shall be deemed to be proposing to have a contractual relation with the City or to be proposing to render services to the City unless such person, firm, or corporation shall submit a bid to the City for a City contract, shall make a contractual offer to the City, or shall request the City to consider entering a contractual relation with the person, firm, or corporation.

**7. Penalty:**

Violation of these provisions by an employee of the City shall be sufficient cause for discipline pursuant to City Code of Conduct and may be cause for immediate dismissal.

**8. Reporting Incidents of Potential Violation of Ethics Policy:**

City employees are required to promptly report all perceived violations of the City's Ethics Policy. If the employee is not comfortable with reporting the perceived violation to a supervisor or manager, or is not satisfied with the corrective action taken by the supervisor or manager, the employee must report the perceived violation to the Department Director, Assistant Director of Human Resources or the Human Resources Director.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Hiring Process</b>
<b>Policy Number: E-01-22</b>	
<b>Originating Department/Division: Human Resources</b>	
<b>Effective Date: May 1, 2015</b>	<b>Preceding Policy Date: 08/28/03</b>

## POLICY

This policy provides guidelines for the recruitment and selection process for all full- and part-time regular positions. The Hiring Process Policy incorporates previous policies and processes for criminal history checks, pre-employment physical and employee onboarding (formerly called sign in). Important tools to aid in the process such as: Recruitment Planning – Steps to Success Worksheet, Selected Applicant Checklist, Veterans Preference Summary are attached and can be found in the Human Resources Directory (Recruitment Important Forms folder) under the City Seal on all City desktops.

## PROCEDURE

### 1. Recruitment Process

#### a. Create a Requisition in NEOGOV

The requisition is completed by the hiring department when a budgeted position is vacant, or upon receipt of a resignation to begin the process. It is electronically forwarded for approval to:

- Department Director
- Assigned Management Analyst
- Office of Management & Budget (OMB) Manager and Assistant City Manager

b.

#### c. Planning

After approval, the hiring manager initiates a meeting with the Staffing & Recruitment Specialist to discuss specifics of posting, time frames and process.

#### d. Job Posting

The hiring manager will collaborate with the staffing & recruitment specialist to create the posting and supplemental questions to help target applicants who meet the minimum qualifications of the position.

- Internal: When the vacancy is expected to be filled from a pool of current employees, an internal posting for five (5) or more work days is initiated.
- External when consideration will be given to both internal and external applicants the posting will be active for ten (10) or more work days is initiated.

#### e. Advertising

##### i. Free Advertising

- All jobs are posted to our website, governmentjobs.com, Monday Morning Briefing (MMB), ziprecruiter.com (who posts jobs to over 100 of the most visited job boards, websites and social networks), external email distribution to over 100 local business owners, community activists and others.

##### ii. Paid Advertising



- f. Since the department is charged back for costs associated with media advertising, the hiring manager and staffing & recruitment specialist work closely to determine:
  - Content, time frames and placement for all additional advertising.
  - Suitable advertising venues to include professional associations, various online sites including those with large audiences (Tampa Bay Times, monster, etc.) and those with focused target audiences (niche sites that cater to public works, planning, solid waste, environmental services, IT/technology, library, recreation parks and arts, human resources, etc.) are discussed including cost that will be charged back to the department.
  - Department Director approves the advertising budget and Human Resources drafts and places the advertisement(s).

g. Application Review

Those listed as hiring managers on the requisition will receive applicant pools of those who meet the minimum qualifications as outlined in the supplemental questions. Applicant files include:

- Application
- Resumes, certifications, DD-214, copies of certifications, driver's license, transcripts, training and/or any other attachments an applicant has chosen to upload to his/her applicant file, if any.
- Candidates approved for veterans' preference will be highlighted for the hiring manager and include the number of points/% each applicant should receive at every step in the processes
- Internal candidates will be highlighted for the hiring manager. Human Resources encourages offering an interview (telephone screen at a minimum) to internal applicants as a developmental opportunity, if possible.

2. Selection Process

- a. The hiring department will discuss the selection process with Human Resources to determine the best method to select the most suitable candidate(s) for the position, and to ensure selection validity and defensibility. *The hiring department will not conduct written or practical tests without the prior review and authorization from Human Resources.* The selection process may include as many of the following methods as determined appropriate:

- **Written Test**

Online or hard copy test to demonstrate the applicant's general knowledge of the duties and responsibilities of the position.

- **Practical Test**

A practical test provides an actual demonstration of a portion or portions of the vacancy, e.g. typing test for speed and accuracy; driving equipment in a secured area that the applicant will be required to drive; or demonstrating the use and safety of a chain saw that is a required tool in the performance of the position.

- **Assessment Center**

An assessment center includes a number of selection process tools that are reviewed by an assessment panel. Assessment tools may include an in-basket task to determine how the applicant would handle or prioritize work-related issues; a verbal test to determine immediate response aptitude and/or verbal communications skills; a written or computer test; and/or a panel interview.

- **Polygraph and/or Psychological**

Fire Rescue and Police Departments utilize polygraph and/or psychological screens for specified classifications to assist in determining suitability for employment in public safety positions.

- b. After reviewing all qualified applicant files, the Department Hiring Manager and/or designee:
  - May conduct preliminary telephone screen as a selection tool to cull the list of finalists scheduled for a personal interview.
  - A personal interview may be conducted by two employees or a panel interview including three or more employees. Sample interview questions may be obtained from the Human Resources Department and actual interview questions should be reviewed by Human Resources at least three days prior to telephone or personal interviews in order for suggestions and feedback to be returned. If possible, a representative from Human Resources should participate in the interview process.

During the panel interview, the Prospective Employment Checklist (Form P067) is reviewed with each applicant. This form conveys important information to finalists necessary to know before accepting an offer of employment (For example, starting salary, assigned hours, required dress, emergency response level, any other unique aspects of the job (i.e. 4 – 10 hour days, work outside, etc.), health insurance and mandatory retirement contribution. This form is located in our HR General Forms folder at:

home/largo/lg/largo\_information/department\_forms/HR/HR\_GeneralForms\_prospective\_employee\_checklist\_r201410.pdf.prospempcheck.stwInterview

- c. Employment Verification / Reference Checking

### 3. After Selection – What's Next?

- a. Prepare contingent offer letter to include:
  - Tentative starting date
  - Starting salary
    - i. At range minimum can be included in the letter
    - ii. Above range minimum
      - **Written approval from the City Manager is required** before the offer of employment
      - Create memo outlining the following information: Desired starting salary, rationale for request, backup documentation to confirm applicant's current salary and/or review of possible compression issues with recommendations to justify recommendation.
- Contingencies - Depending on the position requirements, the process may include:
  - i. Pre-Employment Physical
  - ii. Drug Screen, if applicable
  - iii. Background Investigation may includes
    - Criminal history check
    - Ten year background checklist
    - Degree verification (if required for job and/or if listed on application)
    - Driver license verification (if driving if required for the position)k (if position warrants). Only required when the job function of the vacancy includes responsibility for major purchasing or budget control.
    - Social media checks

### 4. Post Offer of Employment – Hiring Manager Follow Up

- **After** receiving notice that the post-offer physical and drug screen is acceptable, the hiring department will forward the following forms to the Human Resources Department **at least two-and- a-half work days** before the prospective employee is scheduled to begin work:
    - i. Executed Personnel Action Request PAR(/home/largo/lg/forms/personnel/p066par.stw) with appropriate signatures.
    - ii. Employment Application with copies of all attachments (Cover Letter, resume, DD214, etc.).
    - iii. Original Prospective Employee or Promotional, Demotion transfer Checklist.
    - iv. Completed interview panel questionnaires (dated and signed).
    - v. completed scoring sheets.
    - vi. Interview Form(s).
5. Neogov Notifications – Hiring Manager
- i. notifying unsuccessful applicants and close the recruitment in Neogov by moving the selected applicant to hired.
  - ii. Staffing & Recruitment Specialist will provide training to those new to using Neogov or to those in need of refresher.
6. Onboarding Appointment – Can be scheduled on any Monday morning and will coincide with the employee's start date. After the date has been identified, Human Resources will forward an email to the new employee outlining:
- i. Date, time and duration of onboarding session.
  - ii. Documents to complete in advance and what to bring to the session.
  - iii. What to expect after the session – report to work, go home (Part time employee not scheduled to work that day, etc.).

## **RECRUITMENT PLANNING – STEPS TO SUCCESS**

### **ROLE DEFINITIONS**

#### **Hiring Manager (HM) or designee**

- Person assigned authority to oversee the hiring process from beginning to end
- Selects candidate for hire and makes contingent offer
- Primary department point of contact (POC) for Human Resources Recruiter
- Strategically guides the hiring process in collaboration with the assistance of the Recruiter

#### **Human Resources Recruiter (HR)**

- Primary Human Resources point of contact (POC) for the Hiring Manager(s)
- Consults with Hiring Manager to determine the recruitment plan (for example: establish milestones/time line, questions, advertising sources and scoring tools, etc.) and assists in helping to remove challenges during the during the process
- Collaborates with Hiring Manager(s) through the process until the selected candidates employment date
- May or may not participate on the interview panel

#### **Subject Matter Expert (SME)**

- Assigned by Hiring Manager to assist in screening, reviewing and ranking applicants throughout the hiring process

- Highly qualified, subject matter expert who best understands the technical aspects of the job requirements and can quickly provide feedback on applicant qualifications

**Office Administrator (OA)**

- Trusted coordinator assigned limited system administrator access for purposes of assisting Hiring Manager with the process.

**STEPS**

Step	Assigned				Description of Activity for both Internal & External Applicant
	HM	OA	HR	SME	
1	x				Notifies of separation date and reason.
2		x			Separation is processed.
3	x	x			Job requisition is entered into NeoGov.
4	x				After requisition approval, HR contacts recruiter to schedule meeting to develop Recruitment Project Plan (RPP) (including review of interview questions and/or appropriate testing).
5			x		Posts vacancy and advertise based on RPP. Reviews applications after closing date to determine those qualified. Highlights Veterans Preference and internal candidates and refer to HM.
6	x			x	Reviews applications, scores applicants (if appropriate) and selects candidates to move to the next step. See Veterans Preference Guidelines. Send interview questions to HR prior to interviews. Referred list can be used for 90 days from closing date of the posting.
	x				Conducts telephone screening interviews with top candidates to determine final list for panel interviews.
	x				Schedules in person interviews with selected candidate(s).
7	x	x			Prepares interviewing packets including approved interview questions and scoring tool, and secures logistical support (including equipment needed, etc.)
	x	x			Notifies rejected applicants via email in NeoGov.
8	x		x		Conducts interviews with selected panel. Oversees debriefing and scoring after interviews to ensure fairness and equality. Ranks applicants based on results carefully following state statutes regarding veteran preference.
9	x				Selects candidate, check references, recommends starting salary, secures approval to hire with department head and makes the contingent offer. After acceptance, completes the Selected Candidate Checklist.
10	x	x			Emails recruiter with selected candidate and copies the Office Administrator to begin internal processes.

	x	x			Prepares and submits PAR for approval. Closes requisition by moving candidate under Offered Position tab in NeoGov.
	x				Completes the Selected Applicant Checklist (below) and ensures PAR and all appropriate documentation are forwarded for approval and received by HR or it can delay scheduling an onboarding appointment.
			x		Sends Sterling E-Invite with link to complete background check authorization forms and data online. (Sends email requesting alias names and copy of DL and SS card in the same email on external selected candidates.) Schedules physical.
	x				Forwards contingent offer via email to selected candidate.
<b>11</b>			x		Coordinates physical and background screening process appropriate for position.
	x	x			Ensures Selected Applicant Checklist and all supporting documents have been completed, approved and received by HR or it can delay scheduling the onboarding appointment.
			x		When appropriate, notifies hiring manager of physical and background test results.
<b>12</b>	x				Notifies applicant that physical and background checks are clear and confirms start date.
	x				Notifies those interviewed (phone call/personal email is preferred and recommended for internal candidates) and rejected applicants (email template available in NeoGov) that position has been filled.
	x				Notifies recruiter of onboarding date (Mondays only) and start.
<b>13</b>	x		x		Emails confirmation to new employee (with cc to HM)
	x	x			NeoGov Adm – updates selected candidate's status to hired to close out record for metrics reporting.

**Selected Applicant Checklist**  
**(To be completed by Hiring Manager)**

Hiring Manager (HM) extends an employment offer to selected applicant, contingent upon successful background check conducted by HR. This process takes approximately 3-7 business days. If internal candidate, advise candidate additional background checks/physical may be applicable.

- If internal applicant, obtain their completed 'Prospective Promotion, Lateral, Demotion Checklist'
- Notify Recruiter & Office Administrator (OA) of selected candidate, via email.

**If internal candidate** - HR will advise HM of any additional items that might be required for background check. These can fall under two categories. New elements required for:

(1) the new position

(2) all background checks that were not conducted when employee was hired

- HM provides Personnel Action Request (PAR) information to OA to initiate the PAR process, to include all required signatures.
- HM submits complete package on *selected applicant* to HR for review. This package includes:
  - Executed PAR with complete data & signatures
  - Employment application
  - All printed information from Neogov (cover letter, resume, DD214, etc.)
  - Completed interview panel questionnaires (dated, signed)
  - Completed scoring worksheet
  - Completed reference checks
  - 'Prospective Checklist' or 'Promotional, Demotion, Transfer Checklist'
- Upon receipt of above items, the background check process is initiated by HR Analyst
- HR Analyst sends E-invite background check email to candidate requesting alias names, copy of drivers license and social security card and a link with mandatory background check requirements.
- HR schedules physical with selected candidate
- HR monitors internal progress of background check and physical, and communicates status updates, and final results to HM.
- HM works with HR to identify and secure a start date for onboarding/sign-in
- HM notifies applicant of successful background check and finalizes employment offer details with candidate. Notifies OA to initiate to send first day notice.
- HR sends “welcome email” to successful applicant.
- HM returns full package of interview notes, test scores, etc. of all other unselected applicants to HR for filing.**

### **Veterans Preference Summary**

- **Intent of Legislature:** Provide preference and priority for veterans in the hiring practices of the state and its political subdivisions

- Human Resources will highlight those veterans approved for preference and the number of points or percentage each candidate should receive.
- Only Minimum (**not preferred**) qualifications can be used when reviewing and/or scoring a candidate approved for preference.
- At any stage during the recruitment process, if the veteran does not move forward in the process, we must notify *in writing* with specific reasons based on state statute. Staffing & Recruitment Specialist can assist you in drafting your response
  - Department head must approve an offer to a non-Veteran candidate
  - All written communication should be sent by the Staffing & Recruitment Specialist from Neogov to ensure it is attached to the applicant file, if required for future reference.
- An offer to a non-veteran candidate should not be made until all veterans in the pool have been notified.
- We allow for comment (typically 5 business days) if the applicant did not meet minimum qualifications or was eliminated after the telephone screen.
- Period for comment is not required if interviewed and email is sent with specifics as to why the veteran was not chosen.

### Process

- **Applicant Pool Review** – All qualified candidates should be reviewed and a list of those who will be scheduled for telephone interviews identified
- **Interview Questions – Screening and/or In-person** – Please submit, several days in advance, to Staffing & Recruitment Specialist for review prior to interviews. Based on state statutes:

We **cannot** exclude a vet from consideration because We **can** confirm:

- |  |   |
|--|---|
| - s/he listed a minimum salary requirement higher than the posted rate amount                            | - the title and starting salary of the position to be offered, at this rate   |
| which applied and ask if s/he would be willing to accept a position, should one be offered, at this rate |   |
| - they appear to be overqualified for the position based upon our review of the application              | - the minimum job responsibilities and education with the applicant   |
| - others already telephone screened have some (or all) of the preferred qualifications                   | - the applicant meets minimum qualifications to determine whether or not a veteran will move forward in the process |

- an internal candidate has applied for the job and would to determine who will be  
 require very little training (Veterans' Preference trumps given the minimum qualification local ordinances and union contracts)

- Proceed with process the best candidate

- **Telephone Screen Interview** – Those approved for veterans' preference who meet the minimum qualifications for the position should receive a telephone screening interview.
  - Individual scoring tool should be used so points can be added to a veterans' final score. If a hiring manager decides to schedule all veterans for in person interviews, scoring sheets for this phase are not required.
  - Summary score sheet should be used to ensure preference points have been added
  - If candidates approved for veterans' preference will not be telephone screened, an email must be drafted outlining specific reasons why the applicant does not meet the minimum qualifications for the position and sent from Neogov.
- **In-person Panel Interviews**
  - As outlined in the screening process, scoring tool and summary score sheet should also be used for panel interviews
  - When a panel is selected, care should be taken to ensure that each person has the available time to attend all applicant interviews for fairness and equity.
  - Scores should not be used from panel members who, for whatever the reason, cannot attend all applicant interviews.
  - The Staffing & Recruitment Specialist should be included in all interviews when veterans' preference candidates present
- **Threshold Performance** – Per supplemental questions, all applicants must meet threshold performance of 70% (of 100%) or greater at every step in the recruitment process (telephone screen, testing – if required – and panel interview) in order to move forward to the next step.
- **Veteran not selected as finalist**
  - An offer to a non-veteran candidate should not be made until written notification to all veterans' preference candidates have been emailed. Department head must approve an offer to a non-Veteran candidate
  - Hiring Manager and Staffing & Recruitment Specialist will collaborate to draft email notification to veteran alerting them to the reason(s) why they have not met threshold performance using specific examples from the telephone screening or in-person interview and email will be sent from Neogov. Vague wording should be avoided such as:
    - not having a unique blend of skills, or
    - lacks experience with COL unique programs, technology and/or systems, etc.



- Scoring tool should be used to ensure appropriate points are added. Human Resources has developed generic scoring tools that total 100 points for ease of use that can be easily updated to your department needs. The following documents can be found in shared our HR directory under the City's Seal on our desktops under: City Forms / Forms from HR / Recruitment Important Forms:
  - Interview Scoring Professional Positions (2 sheets – scoring with and without a Writing Sample, Presentation or Short Answer Test)
  - Interview Scoring Nonexempt Positions (2 sheets – scoring with and without a Writing Sample, Presentation or Short Answer Test)
  - Peer Rating Template (with scoring)
  - Peer Feedback Template (no scoring)
  - Generic Interview Ranking Sheet Summary (Showing Veterans' Preference Points)
- After interviews are completed, the hiring manager should average all scores, include approved veterans' preference points and complete the Interview Ranking Sheet that will be forwarded to HR with all other appropriate.

### **Important**

- **Veteran Approved for Disability Preference (30% or greater)**
  - Disabled veteran moves to the top of the list
  - Automatically added to the telephone screening interview list if meets minimum qualifications
  - If threshold performance (70%) is met, candidate should move forward to in-person panel interview
  - If threshold performance (70%) is met during in-person interview, candidate should be offered the job
  - The normal ranking of applicants by interview scores (high to low) does not apply to veterans in this category
  - If a veteran in this category does not meet threshold performance in any stage and does not move forward, written notification including specific reason(s) why *must be emailed from Neogov*. Email including rationale must be reviewed by human resources prior to response being sent to veteran.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Sick Leave Transfer</b>
	<b>Policy Number: E-01-25</b>
<b>Originating Department/Division: Human Resources</b>	
<b>Effective Date: January 25, 2008</b>	<b>Preceding Policy Date: 02/02/07</b>

**POLICY**

Employees who have exhausted all accumulated leave due to an extended illness or injury, or an illness or injury of a member of the employee's household, may be eligible to receive transferred sick leave from other employees. With approval from the City Manager, the transfer of sick leave from one employee to another will be governed by the Human Resources Department.

**PROCEDURE**

1. The full- or part-time regular employee with a minimum of one year of employment at the time of the Sick Leave Transfer Request may submit a request, with Department Director approval, to Human Resources. Such request will include a doctor's statement indicating the nature of the illness/injury and the anticipated time needed for recovery.
2. Human Resources will review the following factors and submit to the City Manager for final approval:
  - a. Length of permanent employment.
  - b. The amount of time already used for this specific situation.
  - c. Patterns of sick leave previously used prior to the event.
  - d. Eligibility for long-term disability insurance.
  - e. The employee's work record and job performance.
3. The City Manager shall have sole and final discretion in the authorization of sick leave transfer.
4. If approved, a memo will be distributed by the Human Resources Department to all departments with instructions on how to contribute.
  - a. Contributions will be made in one-hour increments to a maximum of eight hours per employee. The contributing employee will be notified when the sick leave is deducted from his/her account.
  - b. A maximum combined contribution of 160 hours will be transferred into the employee's sick leave record.
    - i. Any unused portion of the donated sick leave will remain in the contributing employee's record.
    - ii. Contributions in excess of 160 hours will be kept on file in the event the requesting employee has need beyond the initial request.
5. Sick leave contributions will have no bearing on the donor's sick leave usage.
6. An employee who has been denied sick leave transfer, can bring additional information for consideration to the Department Director.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Veteran's Preference	<b>Policy Number:</b> E-01-26
<b>Originating Department/Division:</b> Human Resources	
<b>Effective Date:</b> July 1, 2014	<b>Preceding Policy Date:</b> 8/15/2013

**POLICY**

The City of Largo, in keeping with the federal and state veteran's preference statute, will provide preference and priority for veterans in hiring and promotional practices as defined by federal and state guidelines. It is important to note that when a non-veteran is more qualified he/she can be hired/promoted before a veteran. Preference must be shown at each step in the process. Human Resources will work with each department to ensure compliance with the law.

**PROCEDURE**

**Vacant positions that receive Veteran's Preference must:**

- Be open to all applicants (promotions are covered on Page 2 of this policy)
- Not be temporary or part-time
- Not be for training
- Not be an internship
- Not be without benefits (part-time)
- Not be Heads of Departments/positions which require licensure for a Doctor or Lawyer, etc.

**Types of Eligibility for Veteran's Preference includes:**

1. Service Connected Disability when a Veteran is receiving compensation for a Service Connected Disability (10% or greater).
2. Spouse of Veteran Unable to Work/Veteran has a Permanent and Total Service Connected Disability; or spouse of a veteran that is missing in action, captured in the line of duty by a hostile force, or detained or interned in the line of duty by a government or power.
3. A Veteran of any war, who has served at least one day during that war time period as defined in subsection 1.01 (14) or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph. Wartime Veteran/War Time Eras include:
  - World War II 12/07/41 – 12/31/46
  - Korean Conflict 6/27/50 – 01/31/55
  - Vietnam Era 02/28/61 – 05/07/75
  - Persian Gulf War 08/02/90 – 01/02/92
  - Operation Enduring Freedom 10/07/01 – to be determined

- Operation Iraq Freedom 03/19/03 – to be determined
- Operation New Dawn 09/01/10 – to be determined

Campaigns of Granada, Kosovo, and Panama receive Veteran's Preference only if they get an expeditionary medal or campaign medal. Also, the Global War on Terrorism Expeditionary Medal is approved to receive Veteran's Preference.

4. Unremarried Spouse of a Veteran who Died of a Service Connected Disability.
5. The mother, father, legal guardian, or unremarried spouse who died as a result of military service under combat related conditions.
6. All Veterans as defined in Section 1.01(14) Florida Statute. Active duty training does not count.
7. A current member of any reserve component of US Armed Forces or the Florida National Guard.

For details regarding documentation required for each category, please go to: [floridavets.org/benefits/services/employment/](http://floridavets.org/benefits/services/employment/).

Eligibility Requirements (All supporting forms/information must be attached and submitted with the employment application before the closing date.)

1. Veteran must submit a DD214 (Member 4 copy), or comparable document to provide the following information:
  - military status/branch
  - date entered service
  - date separated service
  - discharge status (must list character of service upon discharge)
2. Honorable discharge is required for preference. Less than an Honorable Discharge may include:
  - General Discharge
  - General Discharge/Under Honorable Conditions
  - Undesirable Discharge/Under Other Than Honorable Conditions
  - Bad Conduct Discharge/Special Court Martial
  - Dishonorable Discharge/Bad Conduct Discharge/General Court Martial
  - Uncharacterized (accident during basic training, etc.)
3. Disabled veteran and/or spouse, mother, father or legal guardian requesting preference must attach appropriate documentation for the category requested at the time of application.
  - Proof of Service Connected Disability Award and amount of award,
  - Marriage Certificate,
  - Death Certificate,
  - Permanent and Total (PT) Disability Award Letter,
  - Military Orders,
  - Drivers' License, etc.

For details regarding all the required documentation required for each specific category, please go to: [floridavets.org/benefits-services/employment/](http://floridavets.org/benefits-services/employment/)

**Veteran's Preference for Promotional Positions:**

When an employee in a covered position leaves employment of the City to serve in the Armed Forces (active deployment), and separates with an Honorable Discharge, the Veteran shall be given preference for promotion applicable only to the veterans' first promotion after reinstatement or reemployment without exception. Once the veteran attains the promotion, veteran's preference cannot be used for another promotion, unless the employee is again actively deployed to serve in the Armed Forces and again separates with an Honorable Discharge. A DD214 should be on file with the employer, and may not be a requirement of the applicant.

**Qualified Veteran Applicant Must:**

4. Respond to open vacant announcement
5. Submit application for employment
6. Meet all minimum requirements
7. Submit all required documents, including DD214, or comparable document

**Employer Obligations:**

8. In the event two individuals are equally qualified and one is a veteran, the veteran will be awarded the position. Applicants who meet preferred qualifications of a job description cannot preclude veterans from being considered if the veteran meets the minimum qualifications of the position.
9. Veterans, who are equally qualified or better qualified than the other top candidates, with a 30% or greater disability in a numeric system, will go to the top of the roster.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Acting Pay	<b>Policy Number:</b> E-02-24
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 05/01/2004

**PURPOSE**

The purpose of this policy is to compensate team members who are acting in a higher position classification.

**POLICY**

Any team member, excluding those who fall under the Acting Officer provisions in either Police or Fire contracts, shall be compensated for acting in a higher classification.

**PROCEDURE**

1. All team members will be expected to cover on a temporary basis for vacations, illness, normal search to fill job vacancies, or absences less than three weeks in length. In such cases, no increase in pay will be recommended.
2. An acting designation will only be given to a team member who will be performing duties significantly different from those the team members would normally be called upon to perform. Acting pay will be effective the first payday of a payroll period closest to the acting status appointment. A team member who is in an acting capacity and is requested to train the new team member who fills the position will be compensated by being allowed to remain in acting status for a maximum of two (2) weeks. In such instances, the team member's salary will be increased to the minimum of the range in the higher classification or five percent (5%), whichever is greater.
3. A job change transaction in Workday will be initiated by the manager to begin and conclude the Acting Pay for the team member. This transaction must include the actual end date specified, and if the actual end date is not known at that time, a separate job change transaction must be initiated by the manager once the actual end date is known.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Notice of Privacy Practice/HIPAA</b> <b>Policy Number:</b> E-04-26
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 03/01/2004

**PURPOSE**

The following outlines the City of Largo's policy concerning the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rules. It is important to inform team members about how medical information about a team member may be used and disclosed, and how a team member can get access to this information per the Health Insurance Portability and Accountability Act (HIPAA). Team members may find these rules at 45 Code of Federal Regulations parts 160 and 164. This policy attempts to summarize the regulations. The regulations will supersede any discrepancy between the information in this policy and the regulations.

**PROCEDURE**

The City of Largo utilizes a fully insured group health plan provider, ("The Plan"). Therefore, the City of Largo does not receive any Protected Health Information (PHI) concerning the administration of its group healthcare plan.

The City of Largo is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

- The Plan's uses and disclosures of Protected Health Information ("PHI");
- Your privacy rights with respect to your PHI;
- The Plan's duties with respect to your PHI;
- Your right to file a complaint with the Plan and to the Secretary of the Department of Health and Human Services; and
- The person or office to contact for further information about the Plan's privacy practices.

THE TERM "PROTECTED HEALTH INFORMATION" ("PHI") INCLUDES ALL INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION TRANSMITTED OR MAINTAINED BY THE PLAN, REGARDLESS OF FORM (ORAL, WRITTEN, ELECTRONIC).

**Section I. Notice of PHI Uses and Disclosures**

**Required PHI Uses and Disclosures**

Upon your request, the Plan is required to give you access to certain PHI in order to inspect and copy it.

The Secretary of the Department of Health and Human Services may require the use and disclosure of your PHI to investigate or determine the Plan's compliance with privacy regulations.

**Uses and Disclosures to Carry out Treatment and Health Care Operations**

The Plan and its business associates will use PHI without your consent, authorization, or opportunity to agree or object to carry out treatment, payment, and health care operations as deemed necessary by the Plan.

*Treatment* is the provision, coordination, or management of health care and related services. It also includes, but is not limited to, consultations and referrals between one or more of your providers. For example, the Plan may disclose to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental x-rays from the treating dentist.

*Payment* includes, but is not limited to, actions to make coverage determinations and payment (including billing, claims management, subrogation, plan reimbursement, reviews for medical necessity and appropriateness of care, and utilization review and pre-authorization). For example, the Plan may tell a doctor whether you are eligible for coverage or what percentage of the bill will be paid by the Plan.

*Health care operations* include, but are not limited to, quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating, and other insurance activities related to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management, and general administrative activities. For example, the Plan may use information about your claims to refer you to a disease management program, project future benefit costs, or audit the accuracy of its claims processing functions.

#### Uses and Disclosures that Require your Written Authorization

Your written authorization generally will be obtained before the Plan will use or disclose psychotherapy notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment. The Plan may use and disclose such notes when needed by the Plan to defend against litigation filed by you.

#### Uses and Disclosures that Require you be Given an Opportunity to Agree or Disagree Prior to the Use or Release

Disclosure of your PHI to family members, other relatives, or your close personal friends is allowed if:

- The information is directly relevant to the family member's or friend's involvement with your care or payment for that care; and
- You have either agreed to the disclosure or you have been given a clear opportunity to object and have not objected.

#### Uses and Disclosures for which Consent, Authorization, or Opportunity to Object is not Required

Use and disclosure of your PHI is allowed without your consent, authorization, or request under the following circumstances.

1. When required by law.
2. When permitted for purposes of public health activities, including reporting product defects, permitting product recalls, and conducting post-marketing surveillance. PHI may also be used or disclosed, if authorized by law, if you have been exposed to a communicable disease, or are at risk for spreading a disease or condition.
3. When authorized by law to report information about abuse, neglect, or domestic violence to public authorities if there exists a reasonable belief that you may be the victim of abuse, neglect, or



domestic violence. In such case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk or serious harm. For the purpose of reporting child abuse or neglect, it is not necessary to inform the minor that such a disclosure has been made or will be made. Disclosure may generally be made to the minor's parent(s) or other representative(s) although there may be circumstances under federal or state law when the parent(s) or other representative(s) may not be given access to the minor's PHI.

4. The Plan may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes uses or disclosures in civil, administrative, or criminal investigations, inspections, licensure, or disciplinary actions (for example, to investigate Medicare or Medicaid fraud).
5. The Plan may disclose PHI when required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery required provided certain conditions are met. One of those conditions is that satisfactory assurances must be given to the Plan that the requesting party has made a good faith attempt to provide written notice to you, and the notice provided sufficient information about the proceeding to permit you to raise an objection, and no objections were raised, or any objections raised were resolved in favor of disclosure by the court or tribunal.
6. When required for law enforcement purposes (for example: to report certain types of wounds).
7. For law enforcement purposes, such as: identifying or locating a suspect, fugitive, material witness, or missing person. Also, when disclosing information about an individual who is or is suspected to be a victim of a crime but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances. Furthermore, the law enforcement official must represent that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement, and disclosure is in the best interest of the individual as determined by the exercise of the Plan's best judgment.
8. When required to be given to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law. Also, disclosure is permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the decedent.
9. The Plan may use or disclose PHI in connection with certain research activities.
10. When consistent with applicable law and standards for ethical conduct if the Plan, in good faith, believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
11. When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

**EXCEPT AS OTHERWISE INDICATED IN THIS NOTICE, USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR WRITTEN AUTHORIZATION SUBJECT TO YOUR RIGHT TO REVOKE SUCH AUTHORIZATION.**

## **Section 2. Rights of Individuals**

### **Right to Request Restrictions on PHI Uses and Disclosures**

You may request the Plan to restrict uses and disclosures of your PHI to carry out treatment, payment or health care operations, or to restrict uses and disclosures to family members, relatives, friends, or other persons identified by you who are involved in your care or payment for your care. However, the Plan is not required to agree to your request.

The Plan will accommodate reasonable requests to receive communications of PHI by alternative means or at alternative locations. You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI. Such requests should be made to the Privacy Officer.

#### Right to Inspect and Copy PHI

You have a right to inspect and obtain a copy of your PHI contained in a “Designated Record Set” for as long as the Plan maintains the PHI.

“*Designated Record Set*” includes the medical records and billing records about individuals maintained by or for a covered health care provider; enrollment, payment, billing, claims adjudication, and case or medical management record systems maintained by or for a health plan; or other information used in whole or in part by or for the covered entity to make decisions about individuals. Information used for quality control or peer review analysis and not used to make decisions about individuals is not in the Designated Record Set.

The requested information will be provided within 30 days if the information is maintained on site, or within 60 days if the information is maintained off site. A single 30 day extension is allowed if the Plan is unable to comply with the deadline.

Requests for access to your PHI should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request access to the PHI in your Designated Record Set. If access is denied, you or your personal representative will be provided with a written denial setting forth the basis of the denial, a description of how you may exercise those review rights, and a description of how you may complain to the Secretary of the U.S. Department of Health and Human Services.

#### Right to Amend PHI

You have the right to request the Plan to amend your PHI or a record about you in a Designated Record Set for as long as the PHI is maintained in the Designated Record Set.

The Plan has 60 days after the request is made to act on the request. A single 30 day extension is allowed if the Plan is unable to comply with the deadline. If the request is denied in whole or in part, the Plan must provide you with a written denial that explains the basis for the denial. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of your PHI.

Requests for amendment of PHI in a Designated Record Set should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request amendment of the PHI in your Designated Record Set.

#### The Right to Receive an Accounting of PHI Disclosures

At your request, the Plan will also provide you with an accounting of disclosures by the Plan of your PHI during the six years prior to the date of your request. However, such an accounting need not include PHI disclosures made:

- to carry out treatment, payment or health care operations;
- to individuals about their own PHI; or
- prior to the compliance date.

If the accounting cannot be provided within 60 days, an additional 30 days is allowed if the individual is given a written statement of the reasons for the delay and the date by which the accounting will be provided.

If you request more than one accounting within a 12-month period, the Plan will charge a reasonable, cost-based fee for each subsequent accounting.

#### The Right to Receive a Paper Copy of This Notice Upon Requested

To obtain a paper copy of this Notice, contact the Privacy Officer.

#### A Note About Personal Representatives

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of his/her authority to act on your behalf before that person will be given access to your PHI or allowed to take any action for you. Proof of such authority may take one of the following forms:

- A power of attorney for health care purposes, notarized by a notary public;
- A court order of appointment of the person as the conservator or guardian of the individual;  
or
- An individual who is the parent of a minor child.

The Plan retains the discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This also applies to personal representatives of minors.

### **Section 3. The Plan's Duties**

#### Generally

The Plan is required by law to maintain the privacy of the PHI and to provide individuals (participants and beneficiaries) with notice of its legal duties and privacy practices.

This notice is effective beginning April 14, 2004 and the Plan is required to comply with the terms of this Notice. However, the Plan reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the Plan prior to April 14, 2004. If a privacy practice is changed, a revised version of this Notice will be provided to all past and present participants and beneficiaries for who the Plan still maintains PHI.

Any revised version of this Notice will be distributed within 60 days of the effective date of any material change as to the uses of disclosures, the individual's rights, the duties of the Plan, or other privacy practices stated in this Notice.

#### Minimum Necessary Standard

When using or disclosing or when requesting PHI from another covered entity, the Plan will make reasonable efforts not to use, disclose, or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure, or request, taking into consideration practical and technological limitations.

However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment;
- Uses or disclosures made to the individual;
- Disclosures made to the Secretary of the U.S. Department of Health and Human Services;
- Uses or disclosures that are required by law; and
- Uses or disclosures that are required for the Plan's compliance with legal regulations.

De-identified information or records contain no health information from which an individual's identity could reasonably be obtained. This notice does not apply to de-identified information.

In addition, the Plan may use or disclose "summary health information" to the plan sponsor for obtaining premium bids; or modifying, amending, or terminating the group health plan, which summarizes the claims history, claims expenses, or type of claims experienced by individuals for who a plan sponsor has provided health benefits under group health plan, and from which identifying information has been deleted in accordance with HIPAA.

#### **Section 4. Your Right to File a Complaint with the Plan or the HHS Secretary**

If you have any questions regarding this Notice or the information addressed in it, you may contact the Privacy Officer. The City of Largo's Privacy Officer is the Team member Benefits Coordinator, who may be reached by phone at (727) 586-7448, extension 7448 or in writing at P.O. Box 296, Largo, FL 33779. You will be notified if and when there is a change with respect to the Privacy Officer.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Federally Designated Day of Observance</b>	<b>Policy Number: E-05-27</b>
<b>Originating Department/Division: Human Resources</b>		
<b>Effective Date: February 1, 2005</b>		<b>Preceding Policy Date: N/A</b>

**POLICY**

The federal government occasionally designates a day in commemoration of a specific event as a National Day of Mourning or a National Day of Celebration.

**PROCEDURE**

On such designated days of observance, all City of Largo functions will continue as usual. Employees wanting to participate in ceremonial functions of the day may request vacation or personal option leave. Department Directors will authorize the leave as staffing levels permit.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b>	<b>Employee Referral Incentive Program</b>
<b>Policy Number: E-07-28</b>	
<b>Policy Manager: Human Resources</b>	
<b>Effective Date: April 15, 2021</b>	<b>Preceding Policy Date: 4/02/07</b>

**PURPOSE**

The purpose of this program is to increase awareness that every employee is a “talent scout” and to reward those employees who refer qualified, competent hires.

**POLICY**

All employees are eligible to receive a referral award according to the eligibility guidelines defined below. It is the policy of the City of Largo to grant recruitment referral awards to eligible employees for referring candidates who are hired to fill regular full-time positions.

**PROCEDURE**

**Eligibility**

Employees not able to receive the incentive:

- Human Resources Department Employees
- Department Directors and Senior Management
- Supervisors or employees for positions that are under their direct management responsibility, or in which they participate in the interviewing, evaluation, or selection of the candidate

The program excludes any candidate referred through an outside agency, or who has been a previous employee of the City of Largo. The new employee referral may not be a spouse or dependent of an employee.

**Procedure:** The amount of the referral incentive is \$200 upon initial hire:

- To qualify for a Referral Incentive, the referring employee’s legal name must appear on the employment application under the question that asks, “How did you learn about the position?”
- Only one referring employee is eligible for the incentive per application; multiple names cannot be listed
- Upon successful hire of the candidate, the employee will receive the one-time Referral Incentive payment via direct deposit with their payroll

**Payment of Awards**

- Both the recipient and the new employee must be active employees at the time the award is paid

- The Employee Referral Incentive will be paid when the new employee is hired
- Recruiting awards are considered taxable and are subject to applicable Federal, State and local taxes

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Team Member / Manager of the Quarter</b>	<b>Policy Number: E-07-29</b>
<b>Originating Department/Division: Human Resources</b>		
<b>Effective Date: October 1, 2021</b>		<b>Preceding Policy Date: 01/09/2014</b>

**PURPOSE**

In order to recognize team members and team managers for their efforts and accomplishments, a team member recognition program has been developed. The goal of this program is to recognize those team members who provide superior service, help to develop a sustainable organization and community, and exhibit outstanding performance consistent with the City's Mission, Vision, and Values.

**POLICY**

The recognition of the team members and team managers consists of:

- A framed recognition certificate presented at a Commission Meeting.
- Recognition in the Monday Morning Briefing Largo.com/MMB.
- 8.0 hours of Personal Time for full time and 4.0 hours for part time team members.
- \$50 monetary award added one pay check.

**PROCEDURE**

Eligibility for Team Member and Team Manager of the Quarter:

- Full-time and part-time team members
- Temporary team members with more than one year of service
- Probationary team members may not be considered for "Team Member of the Quarter"

**Nomination Process:** This award is open to any team member who works to advance the City's mission by exemplifying our values and/or supports a sustainable and resilient organization that delivers superior City services. Nominations may be submitted for any team member who exhibits outstanding performance of their assigned duties or additional duties, whether within the quarter or over an extended period of time. Nominated team members should be team members others would want to emulate.

- Anonymous applications will not be accepted – please see nomination form
- Any team member is able to submit a nomination – self-nomination is not allowed
- Nominations may be submitted electronically on Largo.com/EOQ
- HR Department will review nomination forms for any discipline and/or performance issues



- Committee members will review nominations

### **Team Members of the Quarter Selection Process**

- Upon receipt of the nominations, it is the committee members' responsibility to gather information from their department, including the nominees' supervisor, to assist with the election decision
- Up to four (4) team members will be selected as Team Members of the Quarter
- Voting procedures will consist of numeric ranking
- Selections should be completed to allow for the announcement at the next scheduled Regular Commission meeting

### **Team Manager of the Quarter**

- A City of Largo team manager who serves in a supervisory capacity may be recognized as Team Manager of the Quarter
- The Team Member of the Quarter Selection Committee will select the Team Manager of the Quarter
- The same nomination form and criteria will be utilized to nominate Team Managers
- The same awards will be granted as the Team Members of the Quarter

### **Team Member of the Quarter Selection Committee**

- Each Department Director will assign a member and alternate member to the Team Member of the Quarter Selection Committee
- Each Committee Member must contact the alternate if the Committee Member is not able to attend the quarterly meeting.

\*The Committee Member or Alternate must read the nomination forms in advance of the Team Member of the Quarter Selection Committee meeting, and provide necessary detail if there is a nominee from their department.

\*The Team Member of the Quarter Selection Committee will select a Chairperson by simple majority to run the Committee and voting process. A Vice-Chairperson will also be selected by simple majority to serve in the absence of the Committee Chairperson.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Long Term Disability	<b>Policy Number:</b> E-10-32
<b>Originating Department/Division:</b> Human Resources	
<b>Effective Date:</b> June 22, 2010	<b>Preceding Policy Date:</b> N/A

**POLICY**

An employee who is unable to perform the duties and responsibilities of his/her position for an extended period of time, due to a properly documented illness or injury limitation, is entitled to apply for Long Term Disability benefits.

**PROCEDURE**

When an eligible employee is provided leave under the Family and Medical Leave Act (FMLA), Human Resources will track FMLA utilization and extended medical leave while the employee is on a continuous absence. When it appears an employee will be out of work for more than twelve (12) continuous weeks, or at the end of his/her accumulated sick leave if the absence is in excess of twelve (12) weeks, Human Resources will recommend the employee apply for Long Term Disability if appropriate (does not apply to employees covered by the Police/Fire Pension Plan). The employee will not be able to utilize Sick Leave Transfer outside of the twelve (12) week FMLA leave. However, an employee with a sick leave balance after the completion of FMLA leave will be allowed to exhaust his/her accumulated sick leave. Following exhaustion of the allotted FMLA leave, accumulated sick leave and/or acceptance on the Long Term Disability plan, the City Manager or his/her designee, with input from Human Resources, will determine whether the position can be held open or temporarily filled. After twelve (12) weeks on Long Term Disability, Human Resources will send a letter to the employee to have his/her treating physician complete a restrictions form. If the employee is not returned to full duty (with or without reasonable accommodation), Human Resources will determine, with input from the employee's Department Director, whether the employee should be separated from City employment or have the case reviewed again in another three months. If, at the end of six (6) months on Long Term Disability, the employee still cannot return to full-time work (with or without reasonable accommodation), the employee will be separated from employment.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Social Media</b>
<b>Policy Number:</b> E-11-33	
<b>Originating Department/Division:</b> Administration	
<b>Effective Date:</b> January 1, 2020	<b>Approved By:</b>
<b>Supersedes Policy:</b> N/A	<b>Dated:</b> 10/18/2011

### **PURPOSE**

This document establishes the social networking and social media policy for the City of Largo. This policy provides guidance to the public and the City for use of the City’s use of social media in all forms. The City’s use of social media is intended to communicate information to the residents about government matters in a designated or limited public forum. This Policy is intended to further and protect the City brand on social media, educate and guide City staff on appropriate use for personal and City social media pages relating to City business, and comply with applicable public records and other applicable laws.

We define social media as any website or application that enables users to create and share content, or participate in social networking. This includes, but is not limited to:

- 0. Social networking (Facebook, LinkedIn, Nextdoor)
  - (a) Microblogging (Twitter)
  - (b) Photo sharing (Instagram, Snapchat, Pinterest)
  - (c) Video sharing (YouTube, Facebook Live)

This policy is applicable to all City of Largo employees. Failure to adhere to this policy or related policies may result in suspension or revocation of social media/social networking access and/or disciplinary action consistent with the City’s Code of Conduct. Other laws, ordinance and policies may also apply to the use of social media and this policy should not be interpreted to conflict with any of those laws, ordinances and policies, including requirements under the Americans with Disabilities Act.

The City’s Social Media Best Practices Guide embodies the policies provided for herein and shall be fully incorporated into this Social Media Policy.

### **POLICY**

The City of Largo uses social media to connect with the community and communicate City programs, services, and events, in addition to creating a social presence allowing for residents, businesses and visitors to receive information and provide feedback. Employees will ensure their use of and participation on City social media accounts:

- Does not impact the efficiency of the workplace or impede the performance of their duties as public employees.
- Does not include the posting of inappropriate or illegal matters or harassment and threats of violence or similar inappropriate or unlawful conduct.

- Does not disclose public records through a means other than the City's public records policies and procedures.
- Will use the designated social media account created by the City, and will not use personal accounts for City business.
- Will adhere to public record laws.

## PROCEDURE

### Establishment of Official City Social Media Account(s)

Official City of Largo presence on social media sites is considered an extension of the City of Largo's information network public forum, and is governed by all related policies, to include the City of Largo Code of Conduct and Administrative Policies. Official City Social Media Accounts may be established for individual City departments and/or function on behalf of City Officials in their official capacity.

#### Request:

- All requests for the initiation of any social media account must have Department Director approval and be submitted by either email or online form to the Office of Communications & Engagement.<sup>[[[SEP]]]</sup>
- The request will specify the department staff member who will be publishing content for the specific City social media page (ie, Largo Fire Rescue) as well as include the communication goals of the account.. The request will also specify that the department representative understands that the Office of Communications & Engagement will oversee the City social media page, but allows posting by the designated department representative for the sake of timely content.
- The Office of Communications & Engagement will review each request to determine whether a social media outlet is a viable option for accomplishing the department's communications goals.
- No private or closed groups or pages will be created on behalf of the City.

#### Implementation:

- If approved, the requesting department is responsible for archiving costs associated with posted content.
- The Office of Communications & Engagement will work with the department liaison to ensure they are aware of the standards, procedures and brand management applicable to City-sponsored social media usage.
- The representative should be aware of compliance with public records retention requirements.
- Social media pages will initially be created and named by the Office of Communications & Engagement with input from the requesting department.
- The Office of Communications & Engagement will set up the page and password. Representatives cannot change the password without notifying the Office of Communications & Engagement as accounts and passwords are linked to the City's archiving software, to adhere to public records laws.

#### Account Management:

0. Department(s) are responsible for creating and maintaining timely social media page content.

- a) The Office of Communications & Engagement reserves the right to edit incorrect or misleading content or information that is not aligned with the City's Mission, Vision and Values.
- b) Staff using social media for City business are prohibited from posting anything that is false, misleading, obscene, defamatory, discriminatory, libelous, threatening, harassing, abusive, hateful, objectionable, inflammatory, or embarrassing to another person or entity.
- c) The Office of Communications & Engagement may post city-wide information on any City social media page.
- d) Login credentials, including user IDs and passwords, will be created by the Office of Communications & Engagement and are not permitted to be changed, altered, or modified without prior notification of the Office of Communications & Engagement.
- e) All social media accounts shall use City email accounts, departmental or office names and general office phone numbers.

## Content & Posting

### Posting:

- The City's official social media accounts constitute limited public forums and are moderated by City staff.
- All posts made on behalf of the City shall clearly state who is posting and from what City department.
- The City reserves the right to deny access to City social media sites for any individual who violates the City's Social Media Policy, or any federal, state, or local law, at any time and without prior notice.
- Overall, responses to social media posts on behalf of the City can be made when appropriate to respond, ie: of a general customer service nature; questions and requests for support of City services; praise or recognition of City services; and clarification necessary to the original City social media post. Responses made by City staff monitoring social media pages should be timely, valuable, friendly, informative and/or authentic.

### Hiding, Deleting or Removing Social Media Posts:

- Any post on a City social media page that contains profane language, promotes discrimination, contains explicit sexual content, promotes commercial solicitation (ads), compromises public safety, endorses illegal behavior, violates HIPPA protected information or includes copyrighted materials must be reported to the Office of Communications & Engagement for potential removal.
- City staff managing social media pages cannot remove any post without consulting the Office of Communications & Engagement first. Staff must not remove the viewpoints of commenters, even if incorrect, and should follow overall best practices for removal considerations.
- Any removed post must be documented with a description of why the post was removed and a screenshot of the original post prior to removal, for record-keeping.
- Staff may, however, post a correction as follow-up to incorrect content.

### Emergency Communications:

- In an emergency, all official communications and updates will be posted by the Public Information Officer (PIO) on the City of Largo main relative social account and re-shared on other City social media sites as necessary.
- Content providers should suspend all other day-to-day posting until your page is reviewed by the acting PIO.

Live Streaming & Web Accessibility:

- Live streaming of City programs, services and events may be used on City social media accounts with the prior approval and at the discretion of the Office of Communications & Engagement.
- A sign announcement must be displayed at the event stating that the event is being recorded on Facebook Live by the City of Largo, with a link to the social media page or broadcast.
- Videos and photo content must be made accessible with either closed captioning (video) or alt text (images) in a timely manner.

Disclaimers:

The following Disclaimers are applicable to social media accounts and shall be posted on all City social media accounts:

The purpose of this site is to present matters of public interest to the City of Largo, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum. Any post on a City of Largo social media page that contains profane language, promotes discrimination, contains explicit sexual content, promotes commercial solicitation (ads), compromises public safety, endorses illegal behavior, violates HIPPA protected information, or includes copyrighted materials must be reported to the Office of Communications & Engagement for potential removal.

Please note that the comments expressed on this site do not reflect the opinions and position of the City government or its officers and employees. Any content provided may be considered a public record under Florida's Public Records laws and may be subject to archiving and production in response to a public records request. There is no reasonable expectation of privacy associated for any content posted on a City social media site. The City does not guarantee the accuracy of the information posted on its social media sites, assumes no liability for damages resulting from reliance on inaccuracies, and does not warrant that social media sites will be uninterrupted, permanent, or error free. Views on this site only reflect the comment's author, and do not necessarily reflect the official views of the City, its elected and appointed officials and employees.

The City may provide links to other social media sites and outside websites. If you follow the link to another page or site, the City's policies no longer apply and you become subject to the policies of that page or site. The City is not responsible for any content that appears on outside links or sites not maintained by the City.

Requests for emergency services should be directed to 9-1-1, not through this site.

The City strives to post accurate and relevant content, but does not guarantee the accuracy of any information posted on this site and assumes no liability for damages resulting from reliance on any inaccuracies.

Those accessing this site, including those who submit content to City social media sites, acknowledge that they have read, understand, and agree to the foregoing. Furthermore, they agree to the following terms and conditions by virtue of such use:

1. I am submitting content voluntarily and on my own behalf.
2. The content I post reflects my own original thoughts or work.
3. I understand that the City has the right to re-post or share any content, photos or videos that I submit on this or other City social media sites.

4. I have read and understand this Policy, including the right of the City to remove, or archive content as described in the Policy and as may be allowed by law.
5. I understand that any content I provide may be considered a “public record” under state law.
6. I understand and agree that unless specifically identified as a resource for receiving requests for information under the state public information laws, City social media sites are not proper vehicles for making requests for public information or public records under state law and any such requests must be made to the appropriate custodian of records.
7. I understand and agree that my and others’ comments are subject to archiving and that my comments and others’ comments are subject to removal in whole or in part from this site if my or their comments contain:
  - Comments not directly on the topic raised for discussion,
  - Obscene, indecent, or profane language, or pornographic images,
  - Direct threats,
  - Content that promotes discrimination on the basis of race, color, creed, sex, sexual orientation, national origin, ethnicity, age, disability, or gender identity.
  - The solicitation, promotion or endorsement of specific commercial services, products or entities,
  - Links to any site or content posted by automatic software programs (i.e., “bots”),
  - The promotion or encouragement of illegal activity,
  - Personally identifiable information or sensitive personal information that if released violates federal or state law,
  - The promotion or endorsement of a political campaign or candidate,
  - Information that compromises the public safety or security of the public or security systems,
  - Information that directly interferes or compromises ongoing investigations, public safety tactics, or the safety of public safety officers,
  - Confidential or exempt information in violation of state or federal law, or
  - Appear to violate the intellectual property right of the City or a third party under federal or state law.
8. I also understand that the views and comments expressed on this site only reflect those of the comment’s author, and do not necessarily reflect the official views of the City, its elected and appointed officers and employees or its departments and agencies.
9. Waiver of liability.

Because various laws exist that create liability for various actions, including but without limitation defamation, invasion of privacy, false light, breach of contract, procurement violations, violations of due process among many potential areas of exposure for which the City accepts no responsibility based on the actions of others or for creating this social media site, I, for myself, successors and assigns, release and hold harmless and agree to indemnify the City, including its officers and employees, from any and all actions, claims, liabilities and damages of whatever kind and nature arising out of or in connection with my use of the City social media accounts.

If you have any questions concerning the operation of this online moderated discussion site, please contact [webmaster@largo.com](mailto:webmaster@largo.com). Email addresses and all comments posted on City-sponsored social media sites are public record under Florida Law and are not exempt from public records requirements. If you do not want your comments or email address to be subject to being released pursuant to a public records request do not send electronic mail or make comments on this site or to this agency. Instead, contact this office by telephone at 727-587-6700.

## **POLICY FOR EMPLOYEE USE OF PERSONAL SOCIAL MEDIA ACCOUNTS**

This policy shall apply to employee use of personal or non-official social media accounts with respect to the individual's right to engage in free speech, including content posted through social media outlets.

- Use of social media during working hours is strictly limited to use for City business and in keeping with the City's policies and procedures.
- Use of social media for personal interests (i.e. for reasons completely unrelated to an employee's job duties or professional affiliations) is prohibited on city equipment except for those computers designated for personal use.
- Use of social media for professional interests associated with a professional affiliation should be limited during working hours. This would include social media activities which constitute appropriate "professional" usage. Professional usage is restricted to social media sites which enhance job knowledge.
- Staff should not use their personal social media accounts to comment and/or send, reply or respond to the public regarding official City business. However, should staff respond, they must identify themselves as a City of Largo employee when posting from a personal account to official City social media sites or for other City business/purposes
- Staff who share photos or videos of material depicting City uniforms, City logos, City vehicles, etc. must be mindful of the City brand, and Mission, Vision and Values.
- Staff may not post information or content on any social media site which would be a violation of the City's Code of Conduct or Policies at any time, whether on or off duty, or a violation of federal, state or local laws.
- Staff are expected to exercise common good sense and exercise ethical judgment when using social media.

## **COPYRIGHT POLICY**

- All information and material generated by the City and provided on City social media accounts is the property of the City. The City retains all text, graphic images and other content that was produced by the City and found on the City's social media pages.
- Commercial use of text, City logos, photos or other graphics is prohibited without the express written permission of the City. Use of the City logo is prohibited for any non-governmental purpose.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Authorized Leave Without Pay	<b>Policy Number:</b> E-12-34
<b>Originating Department/Division:</b> Human Resources	
<b>Effective Date:</b> July 1, 2012	<b>Preceding Policy Date:</b> N/A

### **POLICY**

Authorized Leave Without Pay (ALWOP) is to be used for situations that are exceptional and infrequent. The requesting employee must have satisfactory work performance and attendance record. In addition, the employee must not have any other appropriate paid benefit time available to use for the absence.

For example: An employee has been responsible using their benefit time, has satisfactory job performance and attendance. The employee has a family emergency that requires the employee's extended absence which does not qualify for leave under the Family Medical Leave Act (FMLA). The employee does not have enough appropriate paid benefit time to cover the absence and is requesting one week of ALWOP to enable the employee to cover the remainder of the absence. This is an acceptable use of ALWOP.

The City of Largo is a business, and as such, employees must be in attendance to run our business appropriately. The City provides sufficient paid benefit time to assist employees with covering normal absences. ALWOP is not to be used to provide more time to employees who have an absenteeism problem. ALWOP is not to be used when employees happen to have exhausted all their paid benefit time and need a way to cover ad hoc absences.

If an employee with an FMLA qualifying event has exhausted their paid benefit time (including sick leave transfer), the employee would be eligible to receive ALWOP for the duration of the active FMLA qualifying leave.

### **PROCEDURE**

The Department Director or designee must approve ALWOP in advance of the absence based on the operational need of the department. Once approved, the Department Director or designee must e-mail Human Resources, Assistant Human Resources Director, to pro-actively coordinate any impact on the employee's pay, seniority, vesting, sick/vacation accruals, coordination of health/dental/life benefits. If the ALWOP was not anticipated, the Department Director will be required to approve utilization of ALWOP in accordance with this policy. If an employee does not have benefit time to cover the absence and the employee has not been granted ALWOP, then the employee's absence will be classified as AWOL (Absence Without Leave), which can lead to disciplinary action up to and including termination.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Project Management	<b>Policy Number:</b> E-13-35
<b>Originating Department/Division:</b> Administration	
<b>Effective Date:</b> December 6, 2013	<b>Preceding Policy Date:</b> 12/06/13

**POLICY**

This policy is intended to support the City's project managers by providing guidance and best practices to aid in achieving project success. Most projects require cross division and inter-departmental collaboration, effective communication, coordination and team work to achieve project management success.

It is the intent of the City of Largo to plan, prioritize, fund, and execute projects in accordance with a sound project management methodology. Projects should generally commence in three sequential steps: 1) Project Initiation; 2) Project Planning; and 3) Project Performance. This methodology is designed to provide consistent and effective results with respect to project schedules, cost containment, and predictability of outcomes. It is intended that this methodology be adaptable to projects of varying size and deliverables. The City Administration shall provide support for the training, tools, and mentoring to implement effective project management throughout the organization.

**DEFINITIONS**

**PERSONNEL TERMS**

- |  |  |
|--|--|
| <i>Project Manager</i>                     | An individual assigned to manage a project, from start to completion, to include all assigned resources and personnel. To be successful, the Project Manager must satisfy the needs of the Customer, which requires the support of the Project Sponsor, Management and Administration. The Project Manager shall be allowed to carry out duties without interference, influence, or over-ruling from individuals outside of the capacities identified and approved within a Project Management Plan. The Project Manager may be a City employee or a contractor hired by the City. |
| <i>Customer</i>                            | A representative from the Department requesting work, tasked with serving as the client through project completion.  |
| <i>Project Sponsor</i>                     | A representative of the Servicing Department, or Administration, with the organizational authority to appropriate funding and resources, within or across Departments, in support of the Project Manager and for the success of a project.   |
| <i>Project Team</i>                        | An assembly of personnel assigned tasks and responsibilities necessary for the successful completion of a project.   |
| <i>Servicing Department Administration</i> | The Department that performs project management for a Customer.<br>City Manager and/or Assistant City Manager(s).  |

## **PROJECT TYPES**

<i>Project</i>	A non-routine activity that has a beginning, an end, and an objective to be achieved, and that requires a defined scope and resources.
<i>City-wide Project</i>	A project performed across multiple Departments with substantial organizational impacts. The Project Sponsor and Project Manager may be from separate departments.
<i>Departmental Project</i>	A project performed primarily within one Department, with minimal or no impact to other Departments. The Department provides the Project Sponsor and Project Manager.
<i>Inter-Departmental Project</i>	A project performed across multiple Departments, with impacts to other Departments. The Project Sponsor and Project Manager may be from separate departments.

## **PROJECT TERMS**

<i>Business Case</i>	The explanation of why the project is needed, to include what problem it will solve, or what goal it will achieve.
<i>Scope</i>	Documenting the work to be accomplished to deliver a product, service, or result with the specified features and functions.
<i>Resources</i>	Anything required to perform a project, to include funding, labor, materials, equipment, etc.
<i>Milestone</i>	An event or point in time within the performance of the project that receives special attention. Often found at the end of a stage in the project to mark the completion of a work package or stage.

## **PROCEDURE**

### Step 1: Project Initiation

Project Initiation is Administration approval for the need of a requested project. The request for a project will typically be made by individual Departments during the Capital Improvement Program (CIP) development and annual budget preparation process.

Project initiation by its inclusion into the CIP or a Departmental budget is NOT authorization to proceed with the project; it is only validating the need for the project to be performed. A project shall not commence until Step 3.

Project initiation shall occur in one of five manners:

#### 1. Operation & Maintenance (O&M) Projects

Planned O&M projects are typically initiated on an annual basis in accordance with the schedules established for the CIP and Budget adoption. Each project should be compared to the City-wide Priorities, Strategic Plan, and asset maintenance schedules by the Servicing Department.

## 2. New Project - With Funding Component

New projects with a funding component are typically initiated on an annual basis in accordance with the schedules established for the CIP and Budget adoption. Each project should be compared to the City-wide Priorities and Strategic Plan when determining project priority and allocating resources.

## 3. New Project – Without Funding Component

New projects without a funding component (i.e., studies, reports, labor only, etc.) are typically initiated on an annual basis in accordance with the work program established within the respective Department.

## 4. Emergency Project

Emergency projects are projects that may affect the health, safety and welfare of employees or citizens, or disrupt business continuity of the City, and are not anticipated, planned, or budgeted. Emergency projects shall be forwarded to Administration for assistance in authorizing the work, providing additional resources and/or re-prioritizing existing resources.

## 5. Unplanned Project

Unplanned projects that are interdepartmental and require significant financial resources shall be forwarded to Administration by the Customer as a Project Initiation request. If approved, the project will be forwarded to the appropriate Servicing Department with any appropriate conditions or directives from Administration.

### Step 2: **Project Planning**

Each project should, at a minimum, be assigned a Project Manager, Project Sponsor, and Customer. Each Project Manager should plan for the performance of a project, prior to commencement, by creating a Project Management Plan (PMP) using forms available from the City (see attached) or as approved within their Department, dependent on Project Track. The PMP should identify the minimum information required prior to commencement of a project, to include but not be limited to:

- Scope\*
- Start and end dates\*
- Budget\*
- Project management team and individual responsibilities\*
- Availability of resources (to include personnel)\*
- Project purpose / business case
- Project milestones
- Expected outcome / deliverable / product

\* - Minimum information requirements for all projects.

### Step 3: **Project Performance**

Project Performance should generally follow one of three Project Tracks: Departmental Projects (DPs); Inter-Departmental Projects (IPs); and City-wide Projects (CPs).

#### Track 1: Departmental Projects (DPs)

Departmental Projects (DPs) are performed primarily within one Department, with minimal or no impact to other Departments. The projects are typically operational in nature, and resources and funds are from the Internal Department's budget. Project costs are typically less than the CIP threshold of \$100,000.

- Project Commencement Approval - The Department determines the amount of information and detail required for individual PM forms, and has approval authority for project commencement.
- Prioritization - The Department establishes prioritization for the performance of IDPs throughout the course of the fiscal year.
- Funding - Funding for DPs is requested by the Department through the annual budget preparation and approval process.
- Project Performance - The Department is responsible for assembling a Project Team (to include Project Sponsor and Project Manager) with the skills necessary to perform the project.

Track 2: Inter-Departmental Projects (IDPs)

Inter-Departmental Projects (IDPs) may be performed across multiple Departments, with impacts to other Departments. The projects may be capital or operational in nature, and resources and funds are from one or more Departmental budgets. Project costs are typically less than the CIP threshold of \$100,000.

- Project Commencement Approval - The Servicing Department determines the amount of information and detail required for PM forms, and has approval authority for project commencement.
- Prioritization - The Servicing Department establishes prioritization for the performance of EDPs throughout the course of the fiscal year.
- Funding - The Customer typically includes the funding request as part of the annual budget preparation process. This request should include any necessary authorizations by the Servicing Department, and may result in the project budget being assigned to either the Customer or Servicing Department budget.
- Project Performance - The Servicing Department is typically responsible for assembling a Project Team and selecting a Project Manager with the skills necessary to execute the project. The Servicing Department is responsible for assigning a Project Sponsor.

Track 3: City-wide Projects (CPs)

City-wide Projects (CP) are executed across multiple Departments with substantial impacts. Projects may be capital or operational, and resources and funds are from one or more Departmental budgets. Project costs are typically more than the CIP threshold of \$100,000.

*Note: CPs of significant cost or organizational impact may have substantial involvement by Administration, at its discretion, to include the development of a modified Project Track and criteria unique to the project being performed.*

- Project Commencement Approval - The Servicing Department determines the amount of information and detail required for PM forms, and has approval authority for project commencement.
- Prioritization – The Servicing Department establishes prioritization for the performance of CPs throughout the course of the fiscal year. Administration establishes prioritization of projects within the City's CIP.
- Funding - The Customer typically includes the funding request for CPs as part of the City's CIP and budget approval process. This request should include any necessary authorizations by the Servicing Department, and may result in the project budget being assigned to either the Customer or Servicing Department budget.
- Project Performance – The Servicing Department is typically responsible for assembling a project team and selecting a Project Manager with the skills

necessary to execute the project. The Servicing Department is responsible for assigning a Project Sponsor.

**Notes:**

1. In the event the Customer and Servicing Department Directors cannot agree on an element in any of the three Steps (1: Project Initiation; 2: Project Planning; or 3: Project Performance), the element shall be brought to Administration for a final decision.
2. *When a project is completed and under budget, and use of remaining funds is not considered by the Project Management Plan, any use of those funds for an alternative project must be approved by Administration.*

**PROJECT MANAGEMENT PLAN**  
(Sample Template)

Project:

Job Number:

Date:

Project Scope – Briefly describe the work to be completed:

Start Date – When will the project begin:

End Date – When will the project be completed:

Budget – How much money is available for this project:

Project Management Team and Responsibilities

Project Manager:

Project Sponsor:

Customer:

Others:

Resources Needed and Availability

Personnel:

Materials:

Equipment:

Others:

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Personal Computing Device Purchase Program</b>
<b>Policy Number:</b> E-14-01	
<b>Policy Manager:</b> Administration	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> December 5, 2014

**PURPOSE**

The City provides flexible benefits to employees, when possible and practical. Offering a personal computing device purchase program by utilizing a cash-out of accrued vacation leave provides benefit flexibility to employees, while potentially reducing the City's future liabilities

**POLICY**

**Eligible Items:** Eligible personal computing devices include: desktop, laptop, and tablet computers. Related items eligible (if purchased along with personal computing devices) include: productivity/educational software and applications, charging cord, air card, modem, carrying/protective case, UPS/surge protection equipment, mouse, keyboard, backup hardware and software, CD burner, printer, warranty and protection plans.

Eligible personal computing devices **MUST** have a means of connecting to the Internet, to include but not limited to: Ethernet, WiFi, or cellular service/air card. Any personal computing device used by an employee in the performance of work for the City is governed by the City's IT Policy.

**Ineligible Items:** Devices NOT eligible include: Electronic readers, cell phones, smart phones and other devices where the device's primary function is voice or text communication. Ineligible related items include: recreational/entertainment related applications, software subscriptions (paid on a recurring basis, or having an expiration date), data plans (including Internet access), WiFi or cellular service contracts, and hardware or software upgrades and applications for an existing device, consumable supplies (ink, paper, cleaning supplies, mouse pads, etc.), flash drives and similar non-essential items.

**Eligible Employees:** Regular full-time and part-time employees may cash-out accrued vacation balances in whole hour increments. Employees must have taken at least 50% of their annual vacation leave earned in the previous fiscal year. Employees may cash-out vacation leave once every twenty-four (24) months.

**Eligible Vacation Leave:** The cash-out may not reduce an employee's vacation balance below forty (40) hours. The vacation cash-out cannot be used to satisfy the minimum amount of annual vacation leave required to be taken. Reimbursement Amount - Cash-out of up to \$2,000 of vacation leave can be made. The cash-out is subject to Federal income tax and FICA tax withholding, which will reduce the actual amount received. The actual amount received is dependent upon each employee's specific tax situation and employees should expect at least 25% withholding.



## **PROCEDURE**

### **Reimbursement Process:**

1. The employee will provide a cost estimate for all eligible items to their Department Director.
2. The employee's department will verify that the employee and the items to be purchased are eligible.
3. The employee submits a request for vacation cash-out for computer in the desired pay period they would like to receive the funds.
4. The HR Business Partner will review the vacation usage and balance requirements to ensure eligibility is met.
5. The employee must provide proof of purchase (items, amounts and date) to their Department Director within 30 days of the cash-out. Purchases made more than thirty (30) days after the cash-out will render the employee ineligible to participate in the program again for five years.
6. The total purchase must be no less than 80% of the vacation leave cash-out received. Purchases that are less than 80% of the vacation leave cash-out received will render the employee ineligible to participate in the program again for five (5) years. If no purchase is made, the vacation leave cashed-out will be reinstated and the amount paid will be deducted from the employee's paycheck

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Attendance</b>	<b>Policy Number:</b> E-15-01
<b>Originating Department/Division:</b> Human Resources		
<b>Effective Date:</b> 10/1/2015		<b>Preceding Policy Date:</b> 10/1/2015

**POLICY**

It is of utmost importance for employees to be consistently punctual and present for work. Punctuality and regular attendance create a positive work environment that enhances productivity, morale and the quality of services provided to the City's citizen and business customers. Tardiness and absenteeism have a dramatic, immediate and costly impact on the City's ability to provide the full range of high quality services. Tardiness and absenteeism also cause an undue burden for others who must fill in for tardy or absent employees.

It is each department's responsibility to establish, communicate, monitor and control attendance standards in accordance with each department's operational needs.

It is each employee's responsibility to be at his/her assigned work station or assignment area and be ready to begin work promptly at the beginning of each shift, and to remain at his/her assigned work station or assignment area until the end of each shift, according to established work schedules. It is each employee's responsibility to leave and return from breaks and meal periods according to established break and meal schedules.

**Attendance Standards**

Each department will establish attendance standards. Due to the differences and wide variety of City operations, established work hours and schedules may vary considerably from one department to another.

Each department will establish, communicate, monitor and control attendance standards in accordance with each department's operational needs. All departments must maintain attendance records and document punctuality, attendance and leave time usage. It is each supervisor's responsibility to monitor, document and correct any deviations from established attendance standards.

Each department will provide a copy of the department's attendance standards to the Human Resources Director.

Each employee is expected to consistently comply with their department's attendance standards.

**Family Medical Leave Act (FMLA)**

In accordance with federal FMLA regulations, FMLA absences cannot be included in attendance standards for performance evaluations or disciplinary purposes; therefore, all FMLA absences are exempt from this policy.

**Punctuality**

Punctuality is defined as reporting at the established beginning of a work day or work assignment, and adhering to established break and meal periods. Employees are responsible for promptly notifying their supervisor when they are unable to report or return to their assigned work station or work assignment location as scheduled.

If an employee is 30 minutes tardy or more, personal option leave or vacation leave must be utilized. Punctuality will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and tardiness may result in corrective or disciplinary action.

### **Absences**

Absences are defined as not reporting for work or not remaining at work as scheduled. Absences include all time away from an employee's job, whether excused or unexcused, avoidable or unavoidable, paid or unpaid. The only exceptions are holidays and approved use of leave time to include vacations, personal option time, flex time, bereavement leave, workers' compensation leave, leave of absences, jury duty, FMLA and days for which no work is scheduled.

Employees are required to promptly notify their supervisor (phone call, text or as determined by the supervisor) when they will be absent, with an acknowledgment received by the employee from the supervisor. Notification must be made no later than 30 minutes before a scheduled starting time or return time, unless departmental attendance standards state otherwise.

Absences will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and absences may result in corrective or disciplinary action.

### **Leave Requests**

All leave requests, whether paid or unpaid, planned or unplanned, must be approved in advance. A leave request may not be approved, based on operational conditions or for other reasons. Employees are responsible for requesting leave with as much advance notice as possible, to allow time for coverage to be arranged based on departmental policy.

Promptness of submitting leave requests will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and leave requests with insufficient notice may result in corrective or disciplinary action.

### **Alternative Leave in Lieu of Sick Leave**

If an employee has exhausted his/her sick leave, other leave may be authorized to maintain an employee in a paid status. Note: The authorization of this leave is based on operational need, which is determined by the supervisor. This leave will be, Alternative Leave in Lieu of Sick Leave (ALLSL), and will count as sick leave. ALLSL is not new benefit time, rather coding vacation or personal option time an employee has accumulated with an additional code to allow the employee to access this time to keep them in a paid status, if they are authorized by the supervisor.

Employees using ALLSL must be engaged in activities commensurate with their medical condition or eligible care-giving responsibilities during the entire period of ALLSL usage.

### **Authorized Leave Without Pay (Policy E-12-34) and Absence Without Leave**

When an employee does not have sufficient leave time to remain in a paid status for an absence and the employee has not been granted Authorized Leave Without Pay (ALWP - see Administrative Policy "Authorized Leave Without Pay" E-12-34), due to operational needs or for other reasons, an employee's absence will be classified as, Absent Without Leave (AWL), which may lead to corrective or disciplinary action.

## **Sick Leave Usage Standards**

Employees using sick leave are expected to be engaged in activities commensurate with their medical condition or eligible care-giving responsibilities during the entire period of sick leave usage.

An employee meets the City's sick leave usage standards, based on the following:

### **Six-Month Probationary Period**

- Meets Standards, 0-4 occurrences
- Needs Improvement, 5 or more occurrences.

### **Nine-Month Probationary Period**

- Meets Standards, 0-5 occurrences
- Needs Improvement, 6 or more occurrences.

### **Annual Evaluation Period**

- Meets Standards, 0-7 occurrences
- Needs Improvement, 8 or more occurrences.

### **Full Sick Leave Occurrence**

- One full work day, based on employee's scheduled shift (8 hour, 10 hour, etc.) that is unrelated to any other absence;
- Two or more full, consecutive work days for the same reason;
- One or more full work days, back for one full or partial work day, then out for one or more full work days for the same reason.

### **Partial Sick Leave Occurrence**

- A partial sick leave occurrence is any usage of less than one full sick leave occurrence.
- Partial sick leave occurrences will be combined for determining full sick leave occurrences.

**Example:** If an employee has taken a total of 40 hours of partial sick leave during an evaluation period, and the employee normally works an 8 hour schedule, 40 is divided by 8, which equals five full occurrences (5), and five full occurrences will be added to any other full occurrences.

## **Corrective and Disciplinary Actions**

**If an employee does not comply with the department's attendance standards, supervisors must first review the department's attendance standards with the employee.**

If attendance improvements are not made, supervisors must communicate any required improvements in a Guidance & Counseling session, including the negative impact of non-compliance on departmental operations and the potential consequences for the employee of continued non-compliance. **This proactive communication completes three goals: 1) it reinforces established punctuality and attendance standards and expectations, 2) it clarifies the employee's responsibilities, and 3) it clarifies the potential corrective and disciplinary actions that will occur if improvements are not made.**

If non-compliance continues, a Needs Improvement for Attendance & Punctuality, will be given on the employee's performance evaluation and other corrective and disciplinary actions may be initiated, as required.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Rehire of Retirees	<b>Policy Number:</b> E-16-02
<b>Originating Department/Division:</b> Human Resources	
<b>Effective Date:</b> May 1, 2018	<b>Preceding Policy Date:</b> 9/1/2016

**POLICY**

When business needs dictate, and with City Manager approval, retired City of Largo employees may be considered for rehire after a break in employment from the effective date of their retirement as set forth below. It is the intent of this policy that a City of Largo retiree who is rehired will receive employee benefits and compensation in accordance with the established compensation and benefits of the position being sought.

**PROCEDURE**

1. Retired employees shall not be rehired in any regular part-time, or full-time position until at least one (1) year for a part-time position and two (2) years for a full-time position have elapsed from the effective date of retirement. For retirees that leave the city through the DROP (Deferred Retirement Option Plan) the final date of separation from the City of Largo will be utilized.
2. A rehired retiree must be employed in a substantially different capacity from the position held prior to retirement.
3. The rehire must receive City Manager approval.
4. A rehired retiree who was vested in the City's retirement plan 401(a) prior to terminating their employment with the City of Largo will retain credit for prior service, for retirement earning purposes.
5. A rehired retiree who is receiving or eligible to receive a defined benefit pension from the City of Largo will not be eligible for rehire into a position which earns a defined benefit pension.
6. Upon separation, the rehired retiree will revert back to the benefit coverage (if applicable-health, life, etc.) he/she had in force at the time of rehire.
7. The Human Resources Department will be responsible for ensuring compliance with this policy.
8. Retired Certified Police Officers rehired to the position of part-time Reserve School Resource Officer, are exempt from the provisions of sections 1 and 2 of this policy.

**CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Policy:** Public Information

**Policy Number:** E-17-01

**Originating Department/Division:** Administration

**Effective Date:** January 1, 2020

**Preceding Policy Date:** 06/01/2017

**PURPOSE**

The Office of Communications and Engagement collaborates with media, partnering agencies, and staff to deliver information. When providing information to media outlets regarding City business, news or programming, the primary role of Communications and Engagement and the Public Information Officer (PIO) is to act as a liaison between media representatives and City subject matter experts. In the absence of those subject matter experts, the PIO may represent the City with City Manager approval. In addition, when City staff requests information to be disseminated, the PIO's role is to facilitate the timely release of that information using tools such as media releases, the City website, social media, Everbridge (Alert Pinellas), as well as Largo television and online streaming.

**PROCEDURES**

**Information Requests from Media**

It is important to remember that when media representatives request information, they should be treated with the same customer service focus and courtesy as any other member of the public. When members of the media contact city staff requesting information, the following procedure should be followed:

- Staff should refer media to Communications and Engagement as an initial point of contact via email at [PIO@largo.com](mailto:PIO@largo.com) or telephone at (727)586-7337.
- Staff should then notify Communications and Engagement at [PIO@largo.com](mailto:PIO@largo.com) or (727)586-7337 that they were contacted by a member of the media. [Include the name of the media representative, the subject of the inquiry and any other relevant information.]
- The PIO will then make contact with that media representative for any specifics or additional information.
- In some cases, a member of the media may have an established relationship with staff members such as a Director, Asst. Director, or Manager. In these cases, approved staff members may provide information directly to the media representative.
- Notification of all media appearances or contacts such as telephone conversations and TV interviews should be emailed to the City Manager's Office and [PIO@largo.com](mailto:PIO@largo.com).

The role of the PIO is to facilitate the release of requested information in an accurate and timely manner. This may occur by connecting a media representative with a City subject matter expert such as a Department Director or other approved staff member. Staff may then facilitate the release of that requested information. When appropriate, the PIO may communicate with a media representative as a spokesperson, and it is important that the PIO be able to connect with a subject matter expert in order to obtain the most accurate information in a timely manner that is responsive and respectful of media deadlines.

On-camera interviews may be approved by Administration or a Department Director. When an on-camera interview is deemed appropriate, the assigned PIO will work with Administration or the Department Director to identify the best staff member to give the on-camera interview and to assist with that interview.

### **Information Requests from Staff**

Communications and Engagement routinely receives requests from departments to assist with promoting and marketing Largo programs, services and events. Those requests are processed and tracked utilizing an established marketing request system. However, Communications and Engagement is also occasionally asked to provide public information assistance with unexpected events such as:

- Emergency Road Closures
- Boil Water Notices
- Water Main Breaks
- Organizational News

When a department requests urgent public information assistance, the following procedure should be observed:

- The requesting department should establish a single authoritative Point Of Contact (POC) who will be responsible for providing information to the Public Information Officer (PIO).
- The POC can submit a request via email at [PIO@largo.com](mailto:PIO@largo.com) or via telephone at (727)586-7337 or (727)586-7455.
- If those channels do not produce a timely response, the requesting department POC should attempt to contact any Communications and Engagement team member.
- Communications and Engagement will establish a primary PIO for that incident who will confirm with the requesting department POC.

### **Information Tools**

The Office of Communications and Engagement utilizes several tools for publishing public information including Largo.com, social media, the Everbridge (Alert Pinellas) emergency notification system, press releases and Media Alert. While departments may request specific tools, Communications reserves the right to make the final determination of which tools will be used.

### **Emergency Notifications**

Everbridge Mass Notification enables users to send notifications to individuals or groups using lists, locations, and visual intelligence. Messages can be sent to recipients in a specified group or a specific geographic region (zip code, street address, radius from a specific point, or other attribute) with GIS-based message targeting. Situations where notifications could be useful include, but are not limited to, natural and man-made disasters, gas leaks, hazardous material investigations, road closures, power outages, and City-sponsored events. Everbridge can also send notifications to public websites and social media. The next section is designed to outline access to and use of the Everbridge Mass Notification Suite that comprises the AlertFlorida Statewide Notification System provided to the City of Largo by the Florida Division of Emergency Management (FDEM).

### **Organizations**

The City of Largo has three organizations within Everbridge. The three organizations are; City of Largo-Alert Pinellas, City of Largo-Internal, and City of Largo-Training. Each organization has a specific purpose. Largo-Alert Pinellas is used to provide the citizens located within Largo's service



area information. Largo-Internal is used to provide Largo employees information. Largo-Training is used for training purposes only.

### **Access and Users**

The Everbridge system is entirely web-based, with all management and notification functions accessible via <https://manager.everbridge.net>. Access is limited to the following users and/or positions:

- Account Administrator:
  - Can manage users and contacts within their assigned organization, including adding, deleting, editing, uploading, downloading, grouping, and viewing all contacts.
  - Can create and delete message templates, alert notification settings, and system defaults.
  - Can send high priority and general notifications.
  - Can create and send scheduled and recurring notifications.
  - Can create, view, and edit notification and contact reports.
  - Can create a member portal.
  - Can edit GIS features such as default map views and shape-files.
- Group Manager:
  - Can create groups for their respective department.
  - Can manage users and contacts within their assigned group, including adding, deleting, editing, uploading, downloading, grouping, and viewing contacts within their assigned group.
  - Can send high priority and general notifications.
  - Can create and send scheduled and recurring notifications to employees and citizens.
  - Can create, edit, and delete message templates.
  - Can edit certain notification settings.
- Message Sender or Dispatcher:
  - Can send general notifications.
  - Can create and send scheduled and recurring notifications to employees and citizens.
  - Can create, edit, and delete message templates.
  - Can edit certain notification settings.

### **Access Suspension or Deletion**

In an effort to maintain security of user and contact data, the establishment of Account Administrator or Group Managers will be limited to the minimum number practical for functional administration of the City's departments in the system. Requests for access to the Everbridge System will be directed to the City of Largo Emergency Management Coordinator or designee.

Group Managers will be responsible for periodically reviewing all users within their respective groups. Users who no longer require access, whose job roles have changed, or separated from employment shall have their accounts immediately deleted.

Any user found using the system in an unauthorized or improper manner will be immediately suspended from Everbridge and their supervisor will be notified.

### **Sending Messages**

All content for messages sent for department or division employee notifications must be approved by the respective receiving department Director or designee. All content for messages sent to city-wide staff must be approved by the City Manager or designee. Approval must be made prior to notifications being sent.

The message drafting and approval process for public notifications must be approved by the respective department Director or designee. All requests for public notifications must also be approved and sent by the Office of Communications and Engagement. All public notifications must comply with City of Largo Administrative Policies and Procedures and this policy. In the event the Emergency Operations Center (EOC) is operating, all public notifications will be sent by the Public Information Officer (PIO) with prior approval by Incident Command.

### **Employee Contacts and Groups**

All employee contact information is kept up to date in the City's Enterprise Resource Planning Software (ERP). Information is downloaded from HR/Financial System and uploaded into the Everbridge system **weekly**, or as a potential threat is identified. IT and Human Resources are responsible for ensuring this download/upload process.

Employees will be grouped according to their respective departments (FD, PD, IT, etc.). It is the responsibility of the department Director or designee to create groups and update group information as needed within their departmental structure.

### **Maintenance and Testing**

The Everbridge system will be tested quarterly by each department to ensure information is up to date. Emergency Management will test the system bi-annually. Emergency Management's test will include sending test messages to all City employees. The Emergency Management Coordinator or designee will be responsible to run the test. Following a real-world activation of the notification system, an after-action review will be conducted by the Emergency Manager Coordinator or designee.

### **Community Event Sharing**

The City of Largo would like to make an effort to celebrate community successes and share information about particular events that support Largo Strategic Plan initiatives or provide a specific service or benefit the community.

### **Criteria**

The intention of the City of Largo is to share existing information based on very simple criteria. City of Largo Office of Communications and Engagement (OCE) will make sharing decisions based on the following:

- Sharing information about official City of Largo business, events and programs will take priority over non-City information.
- Information will only be shared as staff is able.
- Event or other information will only be shared for nonprofit organizations, civic groups, community/neighborhood groups or other government organizations. Posts created by individuals or promoting a specific business should not be shared unless directly related to a community campaign in partner with a nonprofit, government, or other organized group.
- The Communications and Engagement Director or assigned Public Information Officer will be authorized to make decisions regarding whether to share event or other information, or an assigned team member will be authorized to make decisions regarding whether to share event or other information. Team members will use best judgment to ensure shared posts are in line with the City's values and strategic plan and should check with the Director when there is hesitation to share a post for any reason.

- Event or information must celebrate community successes, support City of Largo Strategic Plan initiatives (Sustainability, Public Health and Safety, and Community Pride) or provide a specific service or benefit for the community.
- More information about Largo’s Strategic Plan can be found on Largo’s website.

### Methods of Sharing

City of Largo Communications and Engagement information sharing will be limited to the following tools or methods:

- “Sharing” is defined as re-posting existing content such as a Twitter “Retweet” or a Facebook “Share.”
- Information will be “shared” only on Social Media.
- For re-posts, the City will not release event details but rather share provided content. For example, in re-post include a simple header such as "Check out this local event!", "Check out this local initiative!"
- OCE will not create new content or posts.
- OCE will make an effort to monitor comments, though event follow-up questions will be understood as directed to the organization that provided the original post or content.

### Event or Information Discovery

City of Largo Communications and Engagement is not offering a formal method for organizations to request information sharing. Information will only be shared as it is discovered by staff, is deemed to fit the above criteria, and only as staff is able. OCE has a limited staff and will use discretion in determining how much time can be devoted to sharing events or information from outside organizations.

### Emergency Operations

During an emergency event or disaster, the Office of Communications and Engagement may serve as the public information office or assist public safety PIOs with disseminating information to the media and the public. One staff member will serve as the lead Public Information Officer (PIO), report to the Incident Commander (IC), and work with other Communications and Engagement staff to disseminate timely information that is approved for release by the IC. There are two primary PIO roles. A lead PIO will work directly with the IC and City Manager's Office while a support PIO will work directly with the Citizen Information Center and provide other communications support. Both these roles may be accomplished by one PIO depending on the scope of an event.

- A lead PIO will be assigned for any event requiring PIO assistance. If working hours will carry beyond normal business hours, a shift schedule will be implemented to provide relief for the first shift lead PIO. If needed, additional support PIOs will be assigned shifts for their relief.
- The number of primary responders required to stay in Largo during an event will depend on the nature of the event. It is likely only one or two PIOs will need to be on duty for a particular shift.
- PIOs not on active duty will need to stay at an employee shelter (if activated) if conditions prevent that person from traveling between work and home.

### II. Responsibilities may include:

- Monitor news and weather reports for relevant information pertaining to an event.
- Receive information from the IC, media, public, and Pinellas County Communications
- Coordinate approval of all information with IC before release.
- Disseminate approved information to the media, public, and Pinellas County Communications.
- Coordinate all public information with the Citizen Information Center (CIC), if operational.

- Respond to media inquiries

III. Communication Tools:

- Largo.com
- Everbridge (Alert Pinellas)
- Press releases
- Media Alert
- Social Media
- LTV

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> <b>Work-A-Mile Program</b>	<b>Policy Number:</b> E-20-01
<b>Originating Department/Division:</b> Administration	
<b>Effective Date:</b> February 1, 2020	<b>Preceding Policy Date:</b> N/A

### **PURPOSE**

The purpose of the Work-A-Mile Program is to promote communication and collaboration between departments through the ability to work in another department. This provides an increased organizational understanding of the variety of services offered while allowing for the sharing and understanding of various perspectives throughout the work experience. The Work-A-Mile Program also builds employee pride and increases the efficiency and effectiveness of city services by the transference of new ideas, experiences and expanding individual professional development.

### **POLICY**

Any team member may shadow another employee in a department of their choice, with supervisor approval, with the consideration that resources are available to support the employee's temporary absence. Team members can choose a half-day, full-day, or a few hours depending on availability. Employees may shadow up to three different positions per year.

### **PROCEDURE**

1. To apply, the employee needs to work with their supervisor to determine their availability.
2. Once given approval, the employee would apply online at <http://Largo.com/WAM> with their choice of full, half or partial day shadow, three different days of potential availability, and the department/job role they would like to shadow.
3. This form will be submitted to Human Resources, who will review and communicate with the Department Director of interest.
4. The Department Director or designee will respond directly to the employee to schedule based on their combined availability and copy the employee's supervisor and Human Resources for tracking purposes.
5. Employees wishing to shadow with the Largo Police Department or Largo Fire Rescue, would need to complete and submit separate paperwork. For more information contact Michelle Harman ([mharman@largo.com](mailto:mharman@largo.com)) for Largo Police Department or Joe Manning ([jmanning@largo.com](mailto:jmanning@largo.com)) for Largo Fire Rescue.
6. Time will be submitted as regular work hours and is not eligible for overtime or special pay.
7. In order to promote the Work-A-Mile Program and our organizational value of collaboration, team members are encouraged to share photos of their experience by emailing [marketing@largo.com](mailto:marketing@largo.com).
8. Questions to consider while shadowing may include:
  - i. How does this position provide superior services to the community?
  - ii. What best practices can you take back to your team?
  - iii. What opportunities for collaboration may exist?
  - iv. What innovative ideas can you share?

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Flexible Workplace	<b>Policy Number:</b> E-20-02
<b>Originating Department/Division:</b> Assistant City Manager / Administration	
<b>Effective Date:</b> November 1, 2020	<b>Preceding Policy Date:</b> N/A

### **PURPOSE**

It is the intent of this policy to provide flexibility, so our Team Members feel empowered to be productive in any environment while remaining connected to coworkers and the organization. This policy outlines guidelines for flexible workplace practices including flexible work schedules and work locations. These guidelines will provide the basis for flexible workplace plans within individual departments and work units.

Based upon the Strategic Plan Initiative to provide and advance a flexible and resilient organization that delivers superior City services, the City has established a goal to recruit and retain an innovative workforce. Providing a flexible workplace will create an environment that meets Team Members' needs and expectations for work-life balance and ensures that they can continue to perform at a high level.

### **POLICY**

The parameters for a flexible workplace require compliance with the following State and Federal laws.

- Fair Labor Standards Act
- Worker's Compensation
- American with Disabilities Act

In addition, flexible workplace guidelines will maintain consistency with our collective bargaining agreements (CWA, PBA, and IAFF). Other considerations may include minimum staffing requirements for regulated programs or in accordance with agency accreditation requirements. Departments will develop plans for alternative work schedules and locations. These plans and subsequent changes must be approved by the City Manager or Assistant City Manager to whom the Director reports.

### **DEFINITIONS**

**Flexible Work Location:** The ability to work under an arrangement in which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved, remote worksite other than the location from which the employee would otherwise work, such as a City facility or office.

**Flexible Work Schedule:** An established work schedule that serves as an alternate to five consecutive eight-hour workdays, Monday through Friday.

**Flextime:** A temporary rescheduling of an employee's hours of work to accommodate operational requirements and/or the needs of the employee.

**Compensatory Time:** A voluntary process regulated by the Department of Labor; wherein under certain prescribed conditions, employees of State or local government agencies may receive

compensatory time off, at a rate of not less than one and one-half hours for each overtime hour work, instead of cash overtime pay.

## PROCEDURE

### Flextime

Departments may use flextime scheduling on a temporary basis in response to short-term operational requirements and/or accommodation to employees as long as the scheduling does not hinder the efficient operation of the service provided. For example, if a non-exempt employee must work two hours as a result of an evening meeting, the Department Director may authorize the employee to leave work two hours early during the same 40-hour week (Sunday through Saturday). The Department Director, upon request, may also, for example, alter starting and ending hours for an employee taking a three-month class at a local college. The accommodation would not be made if it meant closing the office one hour early. Flextime should not be used to permanently change the hours of work of an employee.

Departmental management is solely responsible for the approval of flextime. Normal operating hours of facilities will not be changed when accommodating employee requests nor will services be eliminated during the time periods impacted by an accommodation.

### Meal Periods

All employees' meal breaks may be set by the Department Director based upon operational requirements of the department. Mealtimes will be no less than one-half hour and will not be eliminated.

### Alternative Work Schedules

Departments may establish alternative work schedules for full-time employees on a permanent basis. These schedules may serve to provide alternate work hours or workdays. However, such schedules may not incur overtime or provide for compensatory time.

Alternate work schedules may apply to individuals, or to entire work units, based upon operational need. Such schedules shall ensure that there are no changes to facility hours, or level of services for internal and external customers. Departmental management is solely responsible for approval of alternative work schedules. Employees may be required to report to their normal work schedule to attend meetings, trainings, or other events based upon operational need.

### Flexible Work Locations

Departments may provide for full-time employees to work from alternative locations on an as-needed or on an established schedule. This option shall be available to all employees, subject to operational need. It is recognized that due to the nature of some employees' responsibilities, such as field assignments, supervisory responsibilities, or direct customer service, they may not be able to work from alternative locations on a regular basis.

Individual departments shall develop policies to guide departmental flexible work plans based upon operational need consistent with this policy.

Such arrangements shall ensure that there are no changes to facility hours, or levels of service for internal and external customers; however, such schedules may not incur overtime or provide for compensatory time.

The City will support remote work with appropriate technology and training to ensure that employees can work productively and securely in an alternative work location. The City shall also establish

minimum criteria for alternative work sites, such as connectivity to support remote work and workplace safety.

Employees who are working remotely will be expected to be available during their agreed upon work hours for phone calls, video conferencing, and by email and instant messaging. If the employee is unable to work remotely for any reason, they will be required to report to their normal work location.

Employees may be required to report to their normal work location to attend meetings, trainings, or other events based upon operational need. An employee must have a Meets Standards rating on their performance evaluation in order to be eligible for remote work.

Technology & Equipment Provided by the City

The City is committed to providing a productive workplace and will furnish mobile technology. The City will not furnish or equip a home office.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Employee Volunteer Program	<b>Policy Number:</b> E-16-01
<b>Originating Department/Division:</b> Administration	
<b>Effective Date:</b> January 1, 2020	<b>Preceding Policy Date:</b> 02/27/2019

## INTRODUCTION

The City of Largo (the City) recognizes that many non-profits, businesses, public and private institutions, and many others contribute to the City’s community. In order to best support all who work, play, and live in Largo, City staff partner with a multitude of organizations and support various causes that positively impact the entire community.

The Employee Volunteer Program (the Program) is an initiative that promotes individual staff members’ volunteer service contributions to causes or organizations beyond regular work activities within a staff member’s role\*. The City requires clearly documented criteria for the Program to ensure the public that the volunteering efforts undertaken by staff, during employee work hours, are in alignment with the City’s strategic goals and benefit the local community. This Employee Volunteer Program Policy Number AD-16-01 (the Policy) outlines the operational procedures for the Program.

## PURPOSE

The purpose of this Policy is to:

1. Define employee volunteer efforts across causes and organizations; and
2. Establish a procedure for receiving authorization for Program participation

The Program enables City staff to volunteer time during employee work hours for causes or organizations that benefit the local community directly or indirectly. The Program does not define specific organizations or causes but rather sets the criteria for any cause or organization to be considered eligible. The broad parameters of the Program have multiple benefits:

- Community Benefit: Staff contribute time to advance positive social, economic, environmental, or other community benefits outside of City facilities and regular duties.
- Employee Benefit: Staff have the freedom to volunteer for an organization or cause that not only supports City initiatives but also motivates or inspires the individual.
- Organizational Benefit: Staff will build connections with multiple organizations across the community which will strengthen the City’s network of partnerships and provide staff with additional insight and perspective on the community we serve.

## DEFINITIONS

Employee Volunteer Efforts: Contributing one’s time, during working hours, for an organization or cause, beyond regular work activities within a staff member’s role.

Cause: A movement or event (either formally or informally organized), whose mission is to provide social, economic, or other community benefit and is not intended to advance a political or religious movement, event or affiliation.

Organization: A non-profit corporation whose mission is to provide social, economic, or other community benefit.

Direct Benefits: Providing a direct service to community members for a cause or organization (e.g., mentoring students, working at a food bank, canvassing in the community)

Indirect Benefits: Providing an indirect service to community members for a cause or organization (e.g., participating in a regional committee that discusses a specific issue impacting Largo community members such as: homelessness, youth development, etc.)

### **CRITERIA FOR PROGRAM**

The following criteria is required for an organization or cause to be eligible for the Program:

1. Organization or Cause must impact the greater Largo community\*\* (defined as the Largo Planning Area according to Largo GIS map)
2. Organization or Cause must provide social, economic, environmental, or other community benefits that align with the City's mission, vision, and values as determined by the City Manager
3. Organization or Cause must not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations
4. Any Cause that advances a political or religious movement, event or affiliation is not eligible for the Program

Additional Considerations:

- A list of organizations and causes can be accessed through the City's internal website (TeamLargo.com). This list does not serve as a pre-approved list, but rather a resource list of local/regional organizations and causes that may be eligible. Employees are responsible to ensure the specific volunteer opportunity meets all criteria outlined in the Program, including supervisor approval. Additional organizations or causes may be added to the list at any time.
- If training is required for a specific volunteer activity, the hours spent in training should be included as part of the time commitment. Cost associated with training, a background check, or a reference check will be paid by the employee.

### **PROCEDURE FOR PROGRAM PARTICIPATION**

The following procedure is designed to ensure the criteria is met for any participation in the Program.

1. Employee identifies volunteer opportunity with a specific organization or cause.
2. Employee reviews Program criteria.
3. Employee requests permission from Dept. Director or Designee to participate in the Program.
4. Dept. Director or Designee assesses eligibility of volunteer opportunity as well as time commitment required by employee to ensure this Policy is met and participation will not disrupt regular work load, and approves or denies request accordingly.
5. Employee documents all hours spent participating in the Program activity in their timesheet for the relevant payroll period (Finance Department shall establish pay code[s] for tracking) and ensures participation is within the time commitment specifications outlined below.

## **MANAGEMENT AND RESOURCE RESPONSIBILITY**

General:

1. Annual hours contributed to the Program by any individual employee shall not exceed forty (40) hours.
2. Maximum hours contributed during a pay period by any individual employee shall not exceed eight (8) hours.
3. The Program will be administered in accordance with the City's Policies & Procedures.

Department Directors shall:

4. Inform and educate staff on the Program, and encourage participation.
5. Approve or deny requests for participation in the Program during work hours. Criteria for approval or denial may include any factors the Director deems appropriate.
6. Ensure proper reporting of employee time spent participating in the Program (the Finance Department shall establish pay code[s] for tracking).
7. Monitor each department's participation in the Program and communicate any concerns if the Program is not functioning as intended (i.e. in line with the City's strategic plan and program criteria).

## **QUALITY ASSURANCE PROTOCOLS**

### **Document Control**

Administration shall be responsible to maintain this Policy and supporting documents. Any revisions to the document[s] during the course of a fiscal year shall be noted by indicating Revision X on the cover following approval of the revision by the City Manager.

### **Frequency of Revisions and Reviews**

This Policy sets forth the entire Program. The City may amend this Policy at its discretion. Revisions to the Policy may occur at any time during the course of the fiscal year.

\*Employee volunteer efforts may fall under a staff member's regular tasks if in a public educator or out-reach liaison position (e.g., participation in a local committee or speaker's bureau presentations at a local organization or community group). Always clarify with supervisor when in doubt about a volunteer/service-oriented task.

\*\*Unincorporated neighborhoods within the exterior boundaries of Largo Planning Area are eligible as these communities have the possibility of being annexed into the City of Largo limits.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>		
<b>Policy:</b>	<b>Sustainability and Resilience Action Team</b>	<b>Policy Number: E-21-01</b>
<b>Policy Manager:</b> Sustainability Program Administrator/ Administration		
<b>Effective Date:</b> June 1, 2021		<b>Preceding Policy Date:</b> N/A

**PURPOSE**

The City of Largo is committed to building a more sustainable and resilient community and organization by ensuring all of its efforts are in alignment with the Largo Environmental Action Plan (LEAP) and the Strategic Plan. The Sustainability and Resilience Action Team (SRAT) has been established to support this dedication and to provide clarity for staff through the review of projects, programs, policies, and other efforts to ensure their alignment with sustainability and resilience best practices. SRAT will provide recommendations, technical assistance, and general support to staff and assist with fostering a culture of resilience within the organization.

**POLICY**

In alignment with the Strategic Plan and LEAP, the City of Largo shall maintain a Sustainability and Resilience Action Team and Steering Committee (the Team). The Team shall develop, implement and maintain a comprehensive strategy to advance sustainability and resilience within both the organization and the community. Ad hoc working groups may be formed to focus on specific topics as needed, which may include additional team members.

The Team shall establish and maintain a Charter, as approved by the City Manager, which identifies current team members, workflow processes, review timelines, and other procedural elements.

**Goals:**

- 1) Serve in an advisory capacity to the organization to help guide and coordinate sustainability and resilience efforts including the evaluation of current programs and policies in order to provide recommended improvements
- 2) Apply systems thinking to address issues across the spectrum of sustainability and resilience simultaneously, including climate change, infrastructure, equity, energy, economy, placemaking, environment, food, workforce, housing, etc.
- 3) Assist in the implementation, maintenance, and update of LEAP in a manner that is inclusive of all City Departments and functions in order to improve community sustainability and resilience
- 4) Assist in the incorporation of climate science, vulnerability assessments and resilience strategies into emergency preparedness and response, risk management, CIP, procurement, planning, public safety, the City budget and other critical functions
- 5) Ensure flexibility to adapt and build upon sustainability and resilience efforts across the organization
- 6) Ensure all sustainability and resilience efforts are just and inclusive

- 7) Assist in the development of practical implementation methods and metrics that are suitable to the organization and the community and that are reflective of expressed community needs

### **DEFINITIONS**

- 1) **Sustainability:** The ability to improve and maintain equitable and just living conditions for all communities while restoring natural resources for all future generations.
- 2) **Resilience:** The ability of a system (ex: family, neighborhood, community, country, biosphere, etc.) to cope with short-term disruptions and adapt to long-term changes without losing its essential character and respecting its history and development.
- 3) **Environmental Justice:** The fair treatment and opportunity for meaningful involvement of all people regardless of race, color, national origin, age, sex, sexual orientation, constitutional factors, or income, with respect to the development, implementation, and enforcement of sustainable and resilient laws, regulations, policies and practices.

### **PROCEDURE**

City of Largo team members will submit projects to the Team as part of the project planning and scoping process, prior to project initiation. The Team will review the following project types to provide support and guidance to the project team:

- A) Facilities Construction Projects
- B) New or Redesigned Community-Wide Programming and Outreach
- C) New or Redesigned City Policies
- D) Enterprise Level Projects
- E) Projects Submitted to the Capital Improvement Program
- F) Projects Submitted to the Annual Budget Process
- G) Other Programs, Projects, and Policies as Identified by the Team or as Requested by City Leadership and/or Administration

The Team will support projects through review, technical assistance, and by providing recommendations and/or alternative scenarios. These recommendations and/or alternative scenarios may be made available to the City Commission, the Executive Leadership Team, Project Manager(s), and other project stakeholders. The Team may schedule additional meetings with the Project Manager(s) or stakeholders at future project milestones. The Team may alternatively choose to assign a member of the Team as a primary or secondary project team member.

The Project Manager(s) will submit a final project summary to the Team after the project is complete, including the final status of the Team's recommendations. This summary may be made available to the City Commission, the Executive Leadership Team, and other project stakeholders.

The Team shall submit an official summary report of SRAT actions to City Commission no less than on an annual basis.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Asset Management	<b>Policy Number:</b> E-21-02
<b>Policy Manager:</b> Asset Management Guidance Team	
<b>Effective Date:</b> April 1, 2021	<b>Preceding Policy Date:</b> N/A

### **PURPOSE**

This policy aligns with the City’s Strategic Plan and the City’s Vision of becoming the *Community of Choice* in the Tampa Bay area. The Asset Management Policy:

- Defines the principles of the Asset Management System (AMS);
- Provides a framework for developing asset management objectives; and
- Expresses the City’s commitment to continual improvement to ensure each asset reaches its full life expectancy and its full value is realized.

### **POLICY**

The foundational principles of the City’s Asset Management System are:

- **Leadership:** The Executive Leadership Team is fully committed to:
  - Using the ISO 55000 series as the guiding standards for the AMS.
  - Using the Institute of Asset Management (IAM) Conceptual Model as the foundation of the asset management culture.
  - In line with the Leaders at All Levels philosophy of the City, enable all members participating in the AMS to take responsibility for fostering a creative, collaborative, passionate, and honest asset management culture, which is a major determinant in realizing the full value from assets.
  - A comprehensive approach will be taken to ensure that overall ownership and accountability for initiatives in this policy are the responsibility of all City employees.
  - Consistent reviews and feedback will be gathered to ensure that the City is continually improving its asset management approach to align with stakeholder needs.
  
- **Value:** Assets exist to provide value to the organization and its stakeholders.
  - An asset’s value to the organization is a function of the levels of service it provides and how reliable it is at providing it.
  - Each asset has a life-cycle, which must be identified and managed to realize its full value.
  
- **Alignment:** Asset management translates organizational objectives into operational and financial decisions.
  - Decision-making processes should be aligned with organizational objectives, risk-based, and data-driven.
  - Strategic Plan initiatives, evaluating stakeholder needs, and AMS self-assessment form the basis for creating asset management objectives.
  - Asset management objectives must be specific, measurable, achievable, relevant, and time-bound (SMART).

- Asset management objectives will employ consistent management approaches across departments and portfolios.
- **Assurance:** Asset management provides assurance that assets will fulfill their required purpose and realize their potential value.
  - The city is committed to satisfying all statutory requirements applying to its assets and asset management.
  - Processes shall be established to inform citizens and stakeholders of asset performance, health, reliability, and the accomplishment of strategic asset management objectives.
  - Levels of service will be defined for all assets to guide purchase, maintenance, repair, and replacement decisions.

### **DEFINITIONS**

**Level of Service** – A qualitative and quantitative measure of an asset’s ability to deliver a defined service in an efficient and reliable manner.

Example: A Stormwater Open Channel’s service definition is to convey a designed volume of Stormwater that both increases Stormwater quality and decreases the risk of flooding to surrounding areas.

### **PROCEDURE**

- The content of the Asset Management Policy will be communicated to all City staff.
- The organizational structure, life-cycle management practices, and objectives of the AMS can be found in the Strategic Asset Management Plan. The tasks and resources to achieve those objectives can be found in the portfolio specific Asset Management Plans.
- The Asset Management Policy and the Strategic Asset Management Plan will be reviewed whenever there is an update to the City’s Strategic Plan, or the Asset Management Guidance Team determines there is a need for changes.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> FMLA	<b>Policy Number:</b> E-22-01
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> N/A

**POLICY**

Eligible Team Members who work for City of Largo can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the Team Member’s spouse, child, or parent who has a qualifying serious health condition;
- For the Team Member’s own qualifying serious health condition that makes the Team Member unable to perform the Team Member’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the Team Member’s spouse, child, or parent. An eligible Team Member who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

A Team Member who works for City of Largo must meet three criteria in order to be eligible for FMLA leave. The Team Member must:

- Have worked for the City of Largo for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the City of Largo has at least 50 Team Members within 75 miles of the Team Member’s worksite.

**PROCEDURE**

Generally, Team Members must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, a Team Member must notify their Supervisor as soon as. Team Members do not have to share a medical diagnosis, but must provide enough information to the City of Largo so it can determine if the leave qualifies for FMLA protection. The City of Largo has an FMLA Medical Certification form that must be completed to authorize FMLA leave. Team Members must inform the City of Largo if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The City of Largo uses the following method to establish the 12-month period:



The 12-month period measured forward – 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

The City of Largo can require a certification or periodic recertification supporting the need for leave. If the City of Largo determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. Once City of Largo becomes aware that a Team Member's need for leave is for a reason that may qualify under the FMLA, the City of Largo must notify the Team Member if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the Team Member is not eligible, the City of Largo must provide a reason for ineligibility. City of Largo must notify its Team Members if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

A Team Member does not need to use leave in one block. When it is medically necessary or otherwise permitted, Team Members may take leave intermittently or on a reduced schedule. Team Members must use their accrued sick leave, then personal option leave and exhaust their vacation leave down to 40 hours while taking FMLA leave. Team Members are able to keep 40 hours of vacation time to be used when they return. While Team Members are on FMLA leave, City of Largo must continue health insurance coverage as if the Team Members were not on leave. Upon return from FMLA leave, the team member will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. If a Team Member is on Workers' Compensation taking care of their own serious health condition, the FMLA will be concurrently debited.

## Emergency Management Policies

CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES	
<b>Policy:</b> Emergency Pay	<b>Policy Number:</b> EM-21-01
<b>Policy Manager:</b> Human Resources Department	
<b>Effective Date:</b> March 1, 2021	<b>Preceding Policy Date:</b> 09/01/18

### PURPOSE

To fairly compensate team members during emergency conditions.

### POLICY

The City Manager or Assistant City Manager has the sole authority to declare emergency operations exist for the implementation of this policy. Pay during emergency operations will be as follows:

1. Employees not required to report to work will receive their normal pay.
2. The Executive employees (Directors & Assistant Directors) will be paid at their regular hourly rate of pay for all hours worked in excess of forty (40) hours per week commencing on the 15th day of the emergency. Hours worked do not include rest time.
3. The Senior Management, Supervisory employees, and PBA Supervisory employees will be paid at their regular hourly rate of pay for all hours worked in excess of a 40 hour workweek. Such employees may elect to receive flex time off in lieu of extra pay, subject to Department Director approval. Hours worked do not include rest time.
  - a. IAFF supervisory employees will be paid at their regular hourly rate for all hours worked in excess of their normally scheduled workweek. Such employees may elect to receive flex time off in lieu of extra pay, subject to Department Director approval.
  - b. Hours worked do not include rest time.
4. The Professional employees, regardless of exempt or non-exempt status, will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek. Part-Time employees will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek. Full-Time and Part-Time employees will be compensated for rest time the same as work time when required to remain on City property. Full-time and Part-time Professional exempt status employees may elect to receive flex time off in lieu of extra pay, subject to department director approval.
5. Full-time represented employees will be paid time-and-a-half in accordance with their bargaining unit agreement for all hours worked in excess of their normal total work week hours (payroll draw period for IAFF). Part-time employees will be paid time-and-a-half for all hours worked in excess of a 40-hour workweek. Full-time and Part-time employees will be compensated for rest time the same as work time when required to remain on City property.

6. Employees released from work and permitted to leave City property during rest periods will not be compensated for such time. In addition, if these employees choose to remain on city premises, they must rest and not engage in work.
7. Employees will receive normal holiday pay, if eligible.
8. Employees may be required to work alternative schedules in place of their normally scheduled work time.
9. All employees who are on approved paid or unpaid leave during the emergency, e.g., vacation, sick leave, family or medical leave, etc., will not be compensated in accordance with this emergency pay policy. For employees who work during the emergency, hours worked will include approved paid leave.
10. Employees who cannot return to work after the emergency operations due to circumstances outside the City's control must use applicable leave time.
11. Employees who are primary responders are expected to be available to be called in to work during emergency operations which would include before, during and/or after the emergency.
12. Employees performing primary responder duties will be required to work as deemed necessary by the City Manager or Assistant City Manager, Department Director or designee. Employees who are required to work but do not report to their work assignment during emergency operations will be terminated.

**Facilities Policies**

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Construction Project Management</b>	<b>Policy Number:</b> F-01-01
<b>Originating Department/Division:</b> Public Works/Facilities Management		
<b>Effective Date:</b> May 1, 2004		<b>Preceding Policy Date:</b> 10/01/02

**POLICY**

It is the intent of the City of Largo to manage the City’s construction projects and ensure that all work by the architects and all work and materials used by the contractors are in accordance with the plans, specifications and contract documents approved and issued by the City Commission on all capital projects.

**PROCEDURE**

The Construction Management Team will professionally manage construction projects from conception to the completion for the purpose of controlling time, cost, and quality.

**Construction Management Team**

The Construction Management Team may consist of any of the following representatives:

- |                                   |  |
|-----------------------------------|--|
| Department Project Representative | Construction Project Supervisor                |
| Community Development Director    | Architect/Engineer (Consultant)                |
| City Engineer                     | Facilities Manager                             |
| Fire Marshal                      | Project Manager (selected by the City Manager) |
| Plans Examiner                    | Public Works Director                          |
| Risk Manager                      | Building Official                              |
| Assistant City Manager            | Police Department Representative               |

The responsibility of the Construction Management Team will include the following:

1. Construction Management Team will submit all plans, documents, and cost estimates to the City Manager prior to City Commission presentation.
2. Prepare conceptual design plans and make presentation(s) of the concept plan to the City Commission.
3. Prepare design and construction documents for the project including production of plans, specifications, and addenda suitable for bidding purposes and make presentation(s) to the City Commission.
4. Review shop drawings, approve equipment and material, and evaluate substitute material/equipment.
5. Prepare and review cost estimates during the schematic, design, and construction documents phases.
6. Coordinate the pre-bid meeting, review contractors' questions, and prepare the appropriate addenda.

7. Analyze design changes and other design-related functions to ensure compatibility with the project intent, the Comprehensive Development Code, and the budget.
8. Tabulate and analyze bids and recommend to the City Commission awarding a contract to the lowest, responsive, responsible bidder or to the firm providing the best proposal if a Request for Proposal is used for selection.
9. Ensure that the appropriate construction documents are executed prior to commencing work, including:
  - a. Notice of Award
  - b. Notice to Proceed
  - c. Preliminary Schedule of Work
  - d. Schedule of Values
  - e. Agreement/Contract
  - f. Certificates of Insurance
  - g. Permits
  - h. Bid Bond
  - i. Performance Bond
  - j. Payment Bond
10. Conduct a preconstruction conference for the project. Record significant information from this conference and distribute copies to all appropriate parties.
11. Maintain a minimum of one record copy of the executed contract documents in the City Clerk's office. Maintain a complete set of plans and specifications.
12. Receive/prepare and evaluate the contractor's and owner's requests for modifications to plans and specifications.
13. Receive, evaluate and process all pay requests from the general contractor.
14. Compile and update the official record of the construction project to include at a minimum field reports, monthly reports, change orders, contract amendments, contingency balance, photos of the project at various intervals, payment history, and schedule.

### Conceptual Design

The City Commission will give direction to the Construction Management Team to develop the conceptual design of the project.

15. The Construction Management Team will provide an analysis of space planning, site planning, and overall project development and present this analysis to the City Commission.
16. The Construction Management Team will present the conceptual design to community, advisory, and employee groups that may be affected by the proposed construction project.
17. The Construction Management Team will present the conceptual design to the Design Review Committee (DRC) for preliminary design suggestions.
18. The Construction Management Team will present the conceptual design to the City Manager.
19. The findings of the conceptual design analysis will be presented to the City Commission with cost estimates for the project and alternatives (if provided).
20. The Construction Management Team will incorporate final comments from the City Commission into the design of the proposed construction project.

### Design/Construction Document Preparation

The Construction Management Team will develop the design documents for the project to be reviewed by the City Commission and bid on by qualified contractors. The purpose of this phase is to ensure constructability of the project, to develop bid documents suitable for competitive bidding, and to ensure compliance with City Building and Development Codes.

1. The Construction Management Team shall ensure during the conceptual phase of the project that completed concurrence questionnaires and copies of the concept plan are submitted to the Design Review Committee. The Construction Management Team should be prepared to sponsor a neighborhood meeting in the area where the project is planned. Comments resulting from the concurrence review, design review, and neighborhood meetings should be reflected in the 30/60/90% site plan drawings.
2. Public facilities and services must comply with all the applicable standards of the Comprehensive Development Code (CDC). Administrative relief and Board of Adjustment relief is available.
3. In-house staff or the consultant for the City may submit the completed building plans and specifications to the Building Division for review by the Plans Examiner during the Development Order review process. The Plans Examiner will coordinate the review of the building plans by the Fire Rescue and Building Division. A Development Permit (building permit) shall be issued when it has been determined that the building plans comply with the Standard Building Code and applicable Fire Code. The issuance of a Development Permit should not take in excess of ten (10) working days provided the Plans Examiner is given the same opportunity to review and comment during the conceptual and 30/60% stage of the drawings.
4. The issuance of the Development Permit signifies that the plans are in compliance with the various City Codes and construction may proceed.
5. Sometimes, facility development does not involve site improvements. In these instances, the proposed building improvements should be submitted to the Building Division for review by the Plans Examiner. The Plans Examiner will coordinate the review of the building plans by the Fire Rescue Department and Building Division. A Development Permit (building permit) shall be issued when it has been determined that the building plans comply with the Standard Building Code and applicable Fire Code.
6. Bid documents for all City construction projects will be prepared using the City of Largo's General Conditions for Construction Projects or other appropriate standard City agreement, along with technical specifications and construction drawings prepared by the Architect/Engineer and staff and approved by the City Commission. Three sets of bid documents must be submitted and approved by the Office of Management and Budget, Risk Management Division, and the City Attorney's Office. The following items will be addressed before bids are mailed to prospective bidders:

- \_\_\_\_\_ 1. Bid number
- \_\_\_\_\_ 2. Project name (must be used consistently)
- \_\_\_\_\_ 3. Length of contract, In consecutive calendar days
- \_\_\_\_\_ 4. Liquidate damages
- \_\_\_\_\_ 5. Insurance requirements approved by Risk Management
- \_\_\_\_\_ 6. Indemnification

- \_\_\_\_\_7. Table of Contents
- \_\_\_\_\_8. Schedule of Drawings
- \_\_\_\_\_9. Bid opening time, date, and location
- \_\_\_\_\_10. Bid package purchase price, nonrefundable
- \_\_\_\_\_11. Brief description of project, including location
- \_\_\_\_\_12. Pre-bid conference
- \_\_\_\_\_13. Schedule requirements
- \_\_\_\_\_14. Licenses
- \_\_\_\_\_15. Bid cannot be withdrawn for 90 days
- \_\_\_\_\_16. Acknowledgement of Addenda
- \_\_\_\_\_17. Bid Security
- \_\_\_\_\_18. Bid Bond and Public Construction Bond
- \_\_\_\_\_19. Corporate (or other) Authority
- \_\_\_\_\_20. Retainage
- \_\_\_\_\_21. Guarantee and warranty period
- \_\_\_\_\_22. Consistency as to how Owner is referred
- \_\_\_\_\_23. Cost proposal page with detailed unit prices and deductive/additive alternatives
- \_\_\_\_\_24. Permits-Building permits must be obtained by the contractor and fees will be waived.

### Bidding and Award

The Office of Performance and Budget (OPB), in conjunction with the Construction Management Team, will coordinate the bidding or proposal process to ensure that there is fair competition between contractors. OMB and the Construction Management Team will determine the most responsive responsible bidder or best proposer and recommend to the City Commission award of a contract.

#### Bid/Request for Proposal:

- 7. OMB and the Construction Management Team will schedule a pre-bid meeting to discuss the project and receive questions from contractors. Addenda will be prepared by the Architect and distributed to all attendees.
- 8. A public bid opening will be held in City Hall and OMB will maintain the official record of the bid submittal.

9. OMB and the Construction Management Team will review all bids or proposals for responsibility and responsiveness and will present the bid or proposal to the City Commission for approval of award.
10. The Risk Manager, City Attorney's Office and the Contractor will review and execute the final contract prior to approval of the contract being placed on the City Commission meeting agenda.

Award:

11. After the City Commission awards a contract, OMB will issue a notice of award to the contractor.
12. A preconstruction meeting will be scheduled to discuss the project scope of work, discuss the project schedule, discuss, DER/EPA requirements, discuss permitting requirements, discuss hours of work, discuss progress payments, review request for information procedures, discuss change order process, review traffic and safety plan, sign contracts, receive a list of subcontractors from the contractor (if not required in the bid), receive a schedule of values, introduce key contacts in the construction administration process, and issue a notice to proceed.

Construction Administration

13. The schedule for on-site progress meetings with the Construction Management Team and contractor will be established and the Team will meet a minimum of once every two weeks. Frequency of meetings will be dependent upon the complexity of the project and the status of the work; however, weekly meetings will most likely be needed only during the first month.
14. The contractor will be responsible for coordinating the inspections to ensure compliance with site plan and building code requirements.
15. All change orders that impact the cost of the project will be submitted to OMB and the Project Manager for review and approval. Consistent with City of Largo Code of Ordinances, change orders or modifications involving aggregate increases or decreases in competitive sealed bids greater than or equal to Twenty-five Thousand Dollars (\$25,000) will be approved by the City Commission.
16. All projects will have a photographic record of preconstruction, construction, and project completion. Aerial photographs can be arranged and are encouraged.
17. Progress payments will be made to the contractor upon receipt of an application for payment that has been reviewed and approved by the Project Manager.
18. A final pay request is submitted when the project is complete and will be paid once the following items have been reviewed:
  - a) All punch list items have been signed.
  - b) The final change order has been submitted.
  - c) The Certificate of Final Inspection has been issued.
  - d) All required as-built drawings, warranties, maintenance, and operation instructions have been submitted.
  - e) Contractor's release of payment to suppliers and subcontractors has been submitted.
  - f) Consent of surety for final payment has been submitted.
  - g) Subcontractor's release of all claims has been submitted.
19. Upon project completion, the Project Manager will submit building information to Facilities Management for future repairs and/or renovations.



### Compliance with City Development Regulations

All City projects consisting of new construction or renovation of any buildings, electrical, gas, mechanical, or plumbing systems shall comply with the Development Order and permitting process to ensure building construction complies with adopted Codes. If a project is managed in-house, the Project Manager is responsible to follow the Development Order process. If a project is managed by a consultant, the Architect/Engineer will be responsible to follow the Development Order process. City projects are subject to the same regulatory process and requirements as private property owners.

Any renovation, addition, or demolition project at the Municipal Complex will be approved by the Assistant City Manager and Facilities Manager prior to project initiation. Any major renovation, addition, or demolition project on other City property will be approved by the appropriate Department Director and the Facilities Manager prior to project initiation. If such project is not budgeted, Assistant City Manager approval is also required.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Security and Security Inspection</b>
	<b>Policy Number:</b> F-01-02
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 03/01/2004

**POLICY**

All team members will be issued identification and/or proximity cards. Every team member must keep his/her identification card on his/her person and display it while present on City premises or engaged in City business. The loss of an identification or proximity card must be immediately reported to the Human Resources Department at 727587-6716 option: 0 or [hrinfo@largo.com](mailto:hrinfo@largo.com)

The City of Largo provides desks, lockers, and other storage devices for the convenience of team members, but these remain the sole property of the City. The City of Largo also provides access to numerous facilities; therefore, it is important to establish and maintain security for all personnel and property. Access to secured buildings, facilities, areas, cabinets, lockers and desks is provided to team members; however, this access does not guarantee personal privacy to team members.

**PROCEDURE**

All City property can be inspected, with or without prior notice, when deemed necessary. Searches will be conducted by two or more personnel selected by the Department Director, City Manager, or designee.

Efforts will be made to notify and/or have the team member present during any search.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy: Facility Work, Permitting, and Site Plan Approval</b>	<b>Policy Number: F-10-03</b>
<b>Originating Department/Division: Administration</b>	
<b>Effective Date: September 1, 2010</b>	<b>Preceding Policy Date: N/A</b>

## **POLICY**

The purpose of this policy is to clarify roles and responsibilities for the performance of work within any Division, Department, or building, with regards to involvement of Facilities Management (Facilities); involvement of Information Technology (IT); obtaining permits; and obtaining site plan approval. It is the City's explicit policy that site plan approval and/or a building permit shall be obtained when determined to be required in accordance with the procedures outlined below. Further, the responsible Division or Department, as determined through the process of this policy, shall ensure that work is performed in accordance with the site plan approval or permit, and that required inspections or other deliverables are completed. This requirement shall extend to any work performed on behalf of the City at any facility or in conjunction with a special event.

## **PROCEDURE**

### **Facilities Management**

If a department desires work for the interior or exterior of a building or ancillary structures, or construction or utility work on facility grounds, it is incumbent upon that department to contact Facilities Management prior to the commencement of any work. Facilities Management shall determine, within five (5) working days, whether the work will be coordinated/performed by Facilities Management or relinquished to the requesting department. Facilities Management may relinquish projects to the requesting department at its discretion, terms, and conditions. This may include, as example: some or all of the work; coordinating and obtaining permits; coordinating and obtaining site plan approval. Determination of project coordination/performance shall be provided in writing to the requesting department director. It is incumbent upon individual departments and Facilities to establish those facilities or structures that are the responsibility of the requesting department prior to initiating any work by the requesting department (i.e., process tanks and associated equipment at the Wastewater Reclamation Facility). In the absence of established responsibilities for the requesting department, the responsibility lies with Facilities Management.

A request for the performance of new construction or contracted remodeling work shall be made to the Facilities Manager, in writing or e-mail format by the requesting department, with a copy to the requesting department's director. All requests for maintenance repairs or cosmetic work to facilities shall be submitted as a service request through the eGov Service Request system on the City of Largo website.

A request made to any other individual or through any other means than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within Facilities Management that are authorized to make determinations on the performance of work other than those listed above. Performance of work, without the expressed written consent of Facilities Management, will be considered unauthorized work.

Projects retained by Facilities shall be assigned costs and timetables for completion that are agreed to by Facilities and the requesting department. Facilities shall consult with the assigned department

representative for the respective project prior to the commencement of work to: coordinate materials/methods/colors; establish timing of the work; minimize impacts to operations and damage to existing facilities. In the event Facilities and the requesting department cannot agree to all terms and conditions for a project prior to the commencement of work, Administration shall make final determinations of assigned roles, responsibilities, and time frames. Project conditions shall be provided, in writing, to the requesting Department Director.

Where Facilities Management is working for a department that has personnel dedicated to the operation, maintenance and repair of specific facilities or facility elements, work shall be coordinated with, and approved by, the appropriate Operational Manager or Department Administration (Director/Assistant Director) prior to the commencement of work. This shall include, but not be limited to:

#### Recreation, Parks & Arts

Parks Superintendent – playgrounds; picnic tables, shelters, and benches; kiosks; animal enclosures; statues; garden ponds; park sidewalks and trails; trees, landscaping and irrigation; park signs, bollards, light poles, and accent lighting; exterior painting/court surfacing; interior of park structures.

Aquatics Manager – pool construction, modification, resurfacing; pool decking; electrical (ancillary to pool pumps and associated pool equipment).

#### Environmental Services

Senior Foreman (Wastewater Reclamation Facility [WRF]) – all work described under the Trades worker II classification shall remain within the Department and does not require coordination with Facilities Management. Trades worker II duties that are not performed by Environmental Services shall be coordinated with Facilities Management through the Senior Foreman for the WRF.

#### Information Technology

IT shall have primary responsibility for installation and modification of telecommunication, data, and other related computer equipment. Requests for IT services shall be directed to the IT department. IT shall contact Facilities Management within five (5) working days after IT project approval to determine whether the work will be coordinated/performed by Facilities or IT.

#### **Permitting**

Facilities Management shall have the responsibility to request Building Division determination as to which, if any, permits are necessary for the performance of work. The requirement to obtain any required permits will reside with whichever division/department is assigned that responsibility from the original allocation of tasks. The determination of whether a permit is necessary shall be made within five (5) working days of the request for determination. A request to the Building Division shall be made to the following personnel, in writing or e-mail format:

- Building Official
- Assistant Building Official

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within the Building Division that are authorized to make a determination on the requirement of building permits other than those listed above. Performance of work without a permit, without the expressed written consent of the Building Division, will be considered unauthorized work.

The Building Division, within 24 hours of request for permit determination, shall issue a determination in writing or e-mail format to Facilities Management, or request additional information in order to make a final determination. If a permit is required, a permit shall be obtained by a licensed contractor. The Building Division may issue an Annual Facility Permit pursuant to Florida Building Codes. If it is

determined that a permit is not required, and the scope of the work to be performed changes following the initial determination, such changes shall also be reviewed with the Building Division to determine if a permit is required.

### **Site Plan Approval**

When a project proposal involves modification of a facility's footprint, impervious surface, use, site contours, or landscaping elements, Facilities Management shall have the responsibility to obtain Planning Division determination as to whether site plan approval is necessary for the performance of work. The requirement to obtain site plan approval will reside with whichever division/department is assigned that responsibility from the original allocation of tasks. The determination of whether site plan approval is necessary shall be made within five (5) working days of the request for determination. A request to the Planning Division shall be made to the following personnel, in writing or e-mail format:

- Assistant Community Development Director
- Community Development Director

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within the Planning Division that are authorized to make a determination of site plan approval requirement other than those listed above. Performance of work without site plan approval, without the expressed written consent of the Planning Division, will be considered unauthorized work.

The Planning Division, within three (3) days of a request for site plan determination, shall issue a determination in writing or e-mail format to Facilities Management, or request additional information in order to make a final determination. If a site plan is required, site plan submissions shall be made by licensed professionals (i.e., architect, engineer, etc.) in accordance with the requirements of the City's Comprehensive Development Code. If the determination is that site plan approval is not required, and the scope of the work to be performed changes following the initial determination, such changes shall also be reviewed with the Planning Division to determine if a site plan is required.

### **Utilities**

Work that involves a change in utility service (i.e., potable water, sanitary sewer, electric accounts, etc.), whether it be activation, deactivation, or modification, shall be coordinated between the affected department and the Finance Department – Sr. Accounting Clerk. The requirement to coordinate with the Finance Department will reside with whichever division/department is assigned that responsibility from the original allocation of tasks.

### **Tenant Agreements and Joint Use Contracts**

Several departments have tenant agreements or joint use contracts that may restrict, or allow for, the modification of tenant or joint use space by the outside party. Each individual department shall be responsible for managing and enforcing the terms and conditions of any tenant agreement or joint use contract that affects a facility or City property within that department. In the event an outside party seeks to modify a City facility or infrastructure through the terms of a tenant agreement or joint use contract, the request shall first be considered by Administration to determine any policy implications with the request. The determination of whether the request is approved shall be made within five (5) working days of the request for determination. A request to Administration shall be made to the following personnel, in writing or e-mail format: Assistant City Manager/City Manager.

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within Administration that are authorized to make a determination of facility modification by an outside party other than those listed above. In the event the request is approved by Administration, the affected department shall proceed with submitting a request for the modification or improvement as outlined in this policy.

## Financial Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
<b>Policy:</b>	<b>Budget Transfers &amp; Amendments</b>	<b>Policy Number:</b> FP-01-01
<b>Originating Department/Division:</b> Administration / City Manager		
<b>Effective Date:</b> October 1, 2021		<b>Preceding Policy Date:</b> 04/22/2009

### PURPOSE

The purpose of this policy is to outline why, when, and how budget amendments are executed during the course of the fiscal year. Budget amendments are required when the budget that was appropriated (adopted by the City Commission in the budget document) is not sufficient, accurate, or requires adjustment during the year. This could involve a change to financial resources OR personnel resources (change in FTEs or change to the Pay Plan, which is adopted in the Budget document).

### POLICY

In order to increase or decrease a department's total appropriation or its appropriation within a fund, the City Charter requires that the City Commission enact an ordinance amending the budget. An administrative transfer involves the transfer of funds from one expenditure account to another within the same department and fund. Such a transfer is subject to approval by the Office of Performance and Budget (OPB).

### PROCEDURE

#### 1. Amendment

To request a budget Amendment, a department staff member or their Management Analyst can initiate the "Create Budget Amendment" task in Workday. This will require accounting for which budget are being increased as a result of the amendment, including any Project, Grant, or Program worktags required for expenditure tracking. If approved, a budget amendment ordinance and the Commission Memo and Ordinance will be prepared by the Management Analyst or OPB Manager with assistance from the originating department and submitted to the City Commission. Upon approval, OMB will submit a request to process the approved Budget Amendment to the Finance Department for processing.

#### 2. Transfer

To request a transfer, a department staff member or their Management Analyst can initiate the "Create Budget Amendment" task in Workday. This will require accounting for which budget accounts are being reduced and which are being increased as a result of the transfer. Budget transfer requests are necessary only under the following circumstances:

- a) If funds were appropriated in a Department/Fund that is no longer accurate and an appropriation is needed where expenditures will be recorded, a change may be needed. Operating or organizational changes that will result in expenditures significantly different from the adopted budget should be preceded by a budget transfer. Before requesting a transfer for such reason, please consult OPB to determine if one is necessary.

- b) The transfer should be requested before the proposed expenditure of funds, not after the fact in an attempt to balance an account. This policy does not preclude OPB requesting that additional transfers be made in special situations.

### **Workday Procedure**

The Create Budget Amendment task in Workday, once submitted, will route to a Department's Management Analyst, the Performance & Budget Manager, and the Director of Performance and Budget for Approval. If all parties approve, an Ordinance must be drafted and submitted to the City Attorney's office no later than *1 MONTH* prior to the Commission Meeting for first reading. The budget amendment Ordinance must be reviewed by another party in OPB (Manager or Director) prior to submission to the CAO.

The Management Analyst will also prepare a Commission Memo for that budget amendment.

Departments are not required to stay within the amounts budgeted in each expenditure account. Strict accountability is enforced only with regard to the total appropriation for each fund within each department.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Accounts Payable	<b>Policy Number:</b> FP-01-02
<b>Originating Department/Division:</b> Finance	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> 07/09/2011

### PURPOSE & POLICY

This policy facilitates the accounts payable process. This policy applies to requesting payments for goods and services and does not apply to the purchasing guidelines or purchasing policy, which are related to making purchases of goods and services.

### PROCEDURE

#### General Definitions

- Miscellaneous Payment Request used for non-competitive purchases such as legal fees, subscriptions/memberships, travel/training, petty cash, utility payments, etc.
- PO: Purchase Order used for competitive purchases greater than \$2,500, for all capital items, or when the City purchasing card is not accepted.
- Supplier Contract: Used to secure a discount or guaranteed price for goods or services over an established period, such as for office supplies, lawn maintenance, pool chemicals, uniforms, etc.
- Supplier Invoice Package: System process used to request payment, including a completed PO if applicable accompanied by an invoice and any other supporting documentation.

#### Payment Deadlines and Check Processing

- System approved miscellaneous payment and supplier invoice packages must be submitted to Accounts Payable by **Wednesday noon** of each week to ensure payment by Monday of the following week. Voucher packages received **after noon on Wednesday** will be processed for payment the following week.
- To ensure prompt payment, please ensure all payment requests and correct and approved for processing as soon as possible, but **no later than 30 days** after the receipt of goods or services.
- All checks are printed on Friday for Monday distribution. ACH Payments will also be processed on Mondays. The **ONLY** checks not mailed are for employee reimbursements, petty cash reimbursements, and entertainer payments due the day of performance. Suppliers should **NOT** be promised COD and checks may **NOT** be picked-up by suppliers in person.
- Processing deadlines are affected by observed City holidays; therefore, Accounts Payable will inform Directors, Operational Managers, Management Analysts, and Clerical staff of revised processing schedules through email notification with at least one week's notice. For example, if the City will be closed on Friday, the Wednesday noon deadline becomes Tuesday noon.
- At the end of the fiscal year, Accounts Payable will notify the same email recipients as noted above of the processing schedule to ensure payments are recorded in the proper fiscal year.
- "Stop Payments" on misplaced checks will not be made for at least 10 business days after the check's original issue date. This will allow a reasonable time for the check to be found. Please email Accounts Payable with the supplier's name, amount, date, and number of misplaced checks.

#### Supplier Invoice Package Preparation

To request payments for suppliers or other payees Finance Initiators will be required to create a submission using one of the following system requests:



1. Create Supplier Invoice
2. Miscellaneous Payment Request

The following items will be required on the submission before payments can be processed:

- Supplier / Payee name
- Invoice date
- Accounting date if the payment is applicable to a different fiscal year than indicated by the invoice date
- Payment terms
- Handling code if applicable (if you need remittance documents sent with check or need check returned to department it can be specified here)
- Suppliers invoice number
- Invoice line item details including applicable worktags (fund, cost center, spend category, grant, project, program). Miscellaneous payment requests are used to request payments for noncompetitive purchases (e.g., utility payments, training, and for suppliers not required to provide quotes or proposals). If purchases are of a competitive nature, payments should be processed after issuance of a PO.
- Approval by required reviewers must be completed.
- Unique invoice numbers and invoices should be included with all payment packages, to reduce the possibility for making duplicate payments. If copies of any documentation is required to be submitted to a supplier along with a payment, the handling code must be noted on the payment package and required documentation must be attached.

#### Partial Shipments / Partial Payments

- If a "partial shipment" is sent (incomplete order) and the items not shipped are "back-ordered", whether a partial payment can be made depends upon the type of items.
  - When there is a partial shipment of dependent items (the items can only function with each other), payment is withheld until the remaining items are shipped. This is done to ensure that the remaining items are shipped as quickly as possible and because the items that were shipped are not usable alone.
  - If a supplier cannot deliver the remaining dependent items within a reasonable time, a decision must be made whether to return the items already shipped or to pay for them.
  - Independent Items - When there is a partial shipment of independent items (the items do not operate together), a partial payment for the items shipped first can be processed, because the items received can be used even if the back-ordered items are never delivered.
  - It is sometimes preferable to withhold partial payments for independent items to ensure faster delivery of the remaining items. Partial payment for independent items can be made at the discretion of the ordering department.
- If a supplier is requesting payment for a partial shipment, ordering departments should not decide to withhold payment without contacting Accounts Payable.
- Partial payments for items purchased on a PO can be processed by creating a supplier invoice off of the PO and adjusting the line item detail.

#### Exempt Sales, Non-exempt Sales & Sales Tax

Taxable purchases are infrequent, but can occur; therefore, Accounts Payable treats all purchases as exempt from sales tax unless departments clearly designate otherwise on the supplier invoice

request. Departments involved in taxable transactions should indicate on the supplier invoice request that sales tax should be paid.

Accounts Payable maintains copies of tax-exempt certificates that can be provided to suppliers, and departments may make copies to mail to all suppliers. The tax exempt certificate is also available on the City computer system under, "Department forms/finance".

#### Purchasing Card Payments

- For City employees using a City Purchasing Card, procedures for reconciling daily charge transactions with supporting documentation differ from the payment procedures mentioned above. The Purchasing Card Policies and Procedures are provided to all cardholders in a separate document.

#### General Reminders

- Departments are not required to retain physical copies of supplier invoices after they have been uploaded into Workday. Accounts Payable retains electronic copies of all voucher packages for at least three years (longer for capital purchases). Account Payable files are accessible to departments at any time to make copies of voucher packages or to conduct research.
- All purchases for travel/training must be approved by the Department Director or Administration prior to purchasing and requesting payment (see Travel and Training Approval and Reimbursements Policy FP-01-02 for approval requirements).
- All expenditures for technology hardware, software and technology contracts/support agreements must be approved by the Information Technology (IT) Assistant Director or designee prior to purchasing and requesting payment.
- All supplier inquiries (e.g., regarding the status of checks) can be found in Workday or should be transferred to Accounts Payable staff to ensure the most up-to-date information is communicated.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy: Acquisition of Professional Services for Local Agency Program (LAO) Projects</b>	<b>Policy Number: FP-01-13</b>
<b>Originating Department/Division: Community Development/Engineering</b>	
<b>Effective Date: March 27, 2013</b>	<b>Preceding Policy Date: N/A</b>

**POLICY**

This policy defines the method used by the City of Largo to acquire qualified professional architectural; engineering; landscape architectural; land surveying and mapping; planning; and right of way acquisition and property management services for Local Agency Program (LAP) projects involving State and Federal funding only, and is not intended for use in the procurement of professional services for other city purposes. This policy is intended to comply with **49 CFR, Part 23** and **23 CFR, Part 172, Sections 287.055, 337.105, 337.106, 337.107, 337.1075** and **Chapter 339, Florida Statutes (F.S.)**, and **Rule Chapter 14-75 and 14-78, Florida Administrative Code (F.A.C.)**. The regulations will supersede any discrepancy between the information in this policy and the regulations. If so directed in writing by the State or Federal funding agency, alternate procedures may be followed with authorization from the City Manager and documentation will be kept in the project file outlining those alternate procedures.

Certain professional services contracts are exempted from formal advertising and selection in strict adherence to the selection procedures outlined below. These include projects where the fee for professional services is less than the threshold amount in **Section 287.017, F.S.**, for Category Two (\$35,000) or when the construction cost is estimated to be less than the threshold amount for Category Five (\$325,000).

**PROCEDURE**

1. Definitions

**Purchasing Category Threshold Amounts (Section 287.017, F.S.):**

Category One:	\$20,000
Category Two:	\$35,000
Category Three:	\$65,000
Category Four:	\$195,000
Category Five:	\$325,000

**CEI:** Construction Engineering Inspection

**Letter of Qualification:** On each occasion when the City requires professional services for Local Agency Program (LAP) projects, the advertisement for such services will require interested Consultants to submit a Letter of Qualification. The content criteria for this letter will be finalized by the City's Project Manager and listed in the project's advertisement.

**RFTP:** Request for Technical Proposal

**Project:** A project may include the following:

**Project Manager or Project Engineer:** The role of the Project Manager or Project Engineer may include the following:

**Selection Committee (City):** The roles and duties of the Selection Committee include the following:

- City Engineer or Assistant City Manager (ACM), or their designee, who will serve as Chairperson
- Project Manager
  - Sponsoring Department Director,
  - Impacted Operational Manager(s),
  - other members appointed by the Sponsoring ACM or Director, and
  - member of the state or federal funding agency as required by Local Agency Program (LAP) and/or funding terms and conditions.
- The Chairperson will appoint a non-voting Recording Secretary to attend all meetings
- Committee members may appoint management level alternates
- Committee members must sign a *Conflict of Interest Certification* (copy attached), which will be maintained in a file by the Recording Secretary.

**Shortlist:** The shortlist includes the following:

- Consists of no less than three Consultants chosen by Selection Committee
- Consultants may be required to submit written proposals, present oral proposals or both for the required work to be considered for final selection.

## 2. Advertisement

The City will advertise, in accordance with Florida law and in a uniform and consistent manner, on each occasion when professional consulting services are required for Local Agency Program (LAP) projects and the fee is in excess of the threshold amounts of either Category Two (professional services) or Category 5 (construction), **Section 287.017, F.S.** The minimum advertisement period will be three weeks, however a longer period may be utilized as needed, or as required by the funding agency. The results of all final selection meetings will also be advertised.

The City shall have a complete project management plan, including an outline of the desired scope of services prior to the advertisement of the project. The Project Manager will prepare the project management plan for each occasion that the City requires professional services except where not applicable for task assignment type contracts. (For task assignment type contracts, project management plans are required at the time of each assignment.)

At a minimum, each advertisement shall contain as applicable:

1. Name and description of the project,
2. Project location,
3. Major work type(s) required,
4. Any minor work type(s) required,
5. Estimated construction cost of the project (if applicable),

6. How and where Consultants may respond,
7. Due date of Letter of Qualification,
8. Selection criteria,
9. Tentative dates for shortlist and final selection,
10. Statement that services are being sought for Local Agency Program (LAP) projects only,
11. Any known terms and conditions associated with funding,
12. Indicate if final ranking is to be made directly from the letters of qualification, and
13. The maximum length of the letter of qualification.

Where multiple consultants are needed for projects with similar requirements, this may be accomplished with one advertisement and one selection process where practical and allowable by the funding agency and conditions of the Local Agency Program (LAP). The advertisement for such projects should include a statement that multiple contracts may be awarded.

The advertisement should encourage participation by firms that are Certified Disadvantaged Business Enterprises (DBEs) or Certified Minority Business Enterprises (MBEs), when applicable, and if required by Local Agency Program (LAP) and/or funding terms and conditions.

### 3. Shortlist Selection

The purpose of the shortlist is to select no less than three Consultants that will be required to submit written proposals, present oral presentations or both in order to be considered for final selection.

1. Performance of the Consultant on current and previous City projects,
2. The volume of work previously awarded to the Consultant by the City within the past five years,
3. The location of the Consultant in relation to the requirements necessary for the work to be performed,
4. Balancing the needs of the project to the abilities of the Consultant,
5. The general and specific information contained in the Letter of Qualification,
6. Past experience with Local Agency Program (LAP) and other state or federally funded projects.

Where multiple contracts are being selected with one advertisement, at least three more consultants than contracts being awarded will be shortlisted. When this is the case, only one composite short list will be used, but a separate final ranking list will be developed for each contract. As required, the shortlist and supporting data may also be provided to the funding agency for review.

At the shortlist meeting, the Selection Committee will decide on the type of technical proposal to be required from the shortlisted consultants:

- Either oral presentations or written proposals may be required
- The Project Manager may make a recommendation to the Selection Committee as to the type of proposal and include it with the shortlist.

Following conclusion of the shortlist meeting, the Project Manager will contact each shortlisted Consultant to advise of their inclusion on the short list. Contact will be made via email or letter sent through the US Postal Service and a copy will be maintained in the project file.

#### Optional Alternate Selection Process:

An alternate selection process, allowing final ranking directly from letters of qualification, may be utilized for contracts where a detailed technical proposal is not practical or desired, such as CEI projects, City-wide contracts, and other task assignment contracts. When the advertisement has stated that the alternative process will be used the following procedures will be followed:

7. The Project Manager will provide the Selection Committee with the letters deemed responsive.
8. The Selection Committee will review the documents and develop a recommended final ranking of no fewer than three firms. The factors to be considered in developing the recommendations should be the same as described above in Section 3.1.
9. The recording secretary will document the reasons for the ranking.
10. The Project Manager should notify the top-ranked consultant within three working days of the selection Committee meeting.
11. When this alternate selection process is used, **Sections 4, 5, 6 and 7** of this procedure do not apply.

#### 4. Preparation of Request for Technical Proposals

The Project Manager will prepare the RFTP package to be provided to the shortlisted consultants. The RFTP package should consist of the following:

1. Boilerplate information on technical proposal due date, scope of services meeting, identification of project manager, insurance requirements, reference to standard professional services agreement terms, schedule of events, proposed scope of services, method of compensation, evaluation criteria, etc.
2. If written proposals are selected, the shortlisted consultants should be encouraged to use simplified proposal formats and packaging for the proposal and to restrict the content of the proposal to a demonstration of an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project. Performance of actual design as part of the proposal should be discouraged.
3. If oral presentations are selected, the shortlisted consultants will be instructed to make their presentations project specific. The presentation should provide a demonstration of an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project.
4. The RFTP will identify all known State and Federal funding sources and requirements associated with those funding sources.
5. The RFTP will indicate required certification forms and notices, which will vary depending on the LAP, State or Federal agency requirements.
  - The RFTP should encourage use of DBE or MBE sub-consultants and stress that completion of the DBE or MBE participation forms with meaningful data is required.
  - For CEI contracts, a notice will be included advising that a consultant under contract with the City to perform CEI or material sampling and testing work on a project may not subcontract with the construction contractor on the same project.
  - The RFTP will provide instruction for requests for additional information and shall indicate an information cutoff date.

#### 5. Scope of Services Meeting and Information Requests

Scope of services meetings are optional, but should be held for complex projects or where procedural issues exist. The purpose of this meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the scope of services, method of compensation, instructions for submitting proposals, and other relevant issues. The need for a meeting will be determined by the Project Manager in conjunction with the Chairperson.

No questions should be answered relating to the project objectives after the information cutoff date established in the RFP. It is the responsibility of the Project Manager to ensure that all shortlisted consultants receive the same information in a timely fashion. Information will be provided in writing to all consultants at the same time. The project file will clearly document all communications with any Consultant regarding the scope of services by the Project Manager.

At the conclusion of the scope meeting, or when it is reasonable to assume that no further scope changes will be required, the Project Manager will update the project management plan and scope of services outline, as necessary. A review of the City's original scope of services following the scope of services meeting is essential to the negotiations process. The updated project management plan and scope should be made available to each member of the Selection Committee prior to the evaluation of the technical proposals. Also, should significant changes result from the scope of services meeting, the shortlisted consultants should be provided the updated scope of services.

#### 5. Review of Technical Proposals and Presentations

All presentations will be tape-recorded by the Recording Secretary and kept in the project file. Evaluations will be conducted through a point-based system. Each member of the Selection Committee must base their assessment on the same criteria. The following considerations may be used as a guide in establishing review criteria:

1. Demonstration of project understanding,
2. Proposed project approach,
3. Proposed staffing, including qualifications, availability, proximity to project, and experience on similar projects,
  - Performance on past projects, experience with Local Agency Program (LAP) and other state or federally funded projects, and commitment to satisfy the City's needs.

The Project Manager is encouraged to meet with the Selection Committee as a group so that project requirements and major emphasis points can be discussed. The Selection Committee members should:

- Provide objective evaluations from a solely technical standpoint,
- Evaluate individually and not as a consensus evaluation,
- Consider the Staff Hour Estimates only in terms of understanding of the scope,
- Staff Hour estimates will not be assigned evaluation criteria points; however, the work effort is recognized as an indication of scope understanding,
- Provide a narrative explanation for scores,
- Sign and date each evaluation,
- Provide raw scores to the Project Manager.

#### 6. Ranking of Shortlisted Consultants

After the technical review, the Project Manager will complete the scoring of the weighted rankings and the comments written by the Selection Committee, and schedule a final selection meeting. During the final selection meeting, the final ranking will be documented by the Recording Secretary with a narrative explanation for the reasons for the ranking.

The Project Manager should notify each Consultant of the selection results within five working days of the selection meeting. The recording secretary's office shall ensure recordings of selection meetings are made and available upon request in accordance with Florida law. The announcement will state the project name and description, as well as the ranking of the Consultants. Contact will be

made via email or letter sent through the US Postal Service and a copy will be maintained in the project file.

## 7. Negotiating Contract Fees

### 1. City Commission Approval

Upon the ranking of the shortlisted Consultants, a Commission item will be prepared and presented to the City Commission for review and approval. Upon approval by the City Commission of the ranking of consultants, negotiation of fee as it relates to work effort, as provided in Section 8.2, shall commence.

### 2. Negotiating Work Effort

Upon approval by the City Commission, negotiations will begin with the number one ranked Consultant. At this time, the Consultant will usually be requested to submit a detailed Staff Hour Estimate and Fee Proposal with support information to the City. When the final ranking has occurred directly from letters of qualifications, required certification forms and notices, which will vary depending on the LAP, State or Federal agency requirements will also be requested with the fee proposal. Once the Consultant's detailed Staff Hour Estimate is received, the City will make available the City's detailed estimate of work to the Consultant. The negotiations for work effort should focus on the technical proposal for the purpose of clarifying and resolving any differences concerning the scope of the project and the level of effort necessary to accomplish the project. The objective of work effort negotiations is to ensure that estimated work effort is fair and reasonable.

### 3. Review Process for Fee Proposal and Audit Package

The Project Manager must review the proposed costs to assure that they are reasonable, accurate and allowable. The Project Manager will review these costs with the Sponsoring Department's Management Analyst and Director prior to moving forward to ensure they meet the constraints of the Department budget. The fee proposal shall be signed by a principal authorized to legally bind the Consultant's corporation. The Project Manager will review the fee proposal and supporting documentation for compliance with the LAP, State or Federal agency requirements. The review of the fee proposal by the Project Manager should include the following:

- Identification of the basis for proposed wage rates
- Overhead and fringe benefits,
- Operating margin,
- Expenses, and
- Sub consultant costs

### 4. Establishing the Method of Compensation

Compensation for professional services agreements may include one or more of the following methods:

**LUMP SUM:** A firm fixed price not subject to adjustment due to the actual cost experience of the Consultant in the performance of the contract. This places the maximum risk on the Consultant and provides motivation for efficient cost management to maximize profits. It also minimizes the City's time in contract administration. It is the recommended method of compensation when the scope of services is well defined, and the level of effort can be reasonably predicted.



**COST REIMBURSEMENT:** The Consultant is reimbursed the actual costs incurred in the performance of the contract. A "maximum limiting amount" is normally established to cap the amount the City will pay for the services. This method is used when the services are so vague or complex that the level of effort or expenditure cannot be estimated with reasonable accuracy.

**SPECIFIC RATES OF COMPENSATION:** Billing rates are established for units of time, usually per hour. These rates normally include wages, overhead, estimated expenses and operating margin. A maximum limiting amount is normally established. This method is frequently used for surveying, legal services and expert witness contracts. Except for extraordinary contract requirements, the method of compensation should be described in the agreement using the standard Method of Compensation language.

**Negotiations:**

Final negotiations will reconcile any variances in work effort from that previously negotiated and establish the compensation to be paid the Consultant for the services to be rendered. The results of all negotiations with the Consultant must be documented in writing and made a part of the permanent project file. Compensation will be negotiated within the limits established by state and federal law, rules and regulations, whichever is more restrictive. The negotiated compensation will be in an amount the City determines is fair, competitive, and reasonable considering the scope and complexity of the project. The final binding agreement, including the fee, must be approved by City Commission if the fee exceeds \$25,000.

Should the City be unable to resolve differences in the considered data or negotiate a fair and reasonable fee for the services as determined in the sole discretion of the City Manager or his/her designee, the City will terminate negotiations with the Consultant and provide written notice of termination to the Consultant. The City will then initiate negotiations with the Consultant ranked second in the ranking approved by the City Commission.

Should the City be unable to negotiate an agreement with the second ranked Consultant, the aforementioned procedure will be initiated with the third ranked Consultant. Should the City be unable to negotiate a satisfactory agreement with any of the selected Consultants, the City will select additional Consultants in order of their competence and qualification and continue negotiations in accordance with these procedures until an agreement is reached or initiate a new selection process in accordance with this procedure.

The decision to terminate negotiations is a business decision the City makes and it should not cause the Consultant to be viewed negatively or in any way impact their opportunity for future selections.

**The Agreement:**

1. Preparation of the Agreement

Subsequent to negotiations, the City Attorney will prepare an appropriate agreement consistent with the results of the negotiations. The agreement will generally consist of a Standard Professional Services Agreement, Exhibit "A" - Scope of Services, and Exhibit "B" - Method of Compensation.

2. Agreement Execution

Any professional services contract in the amount of \$25,000 or greater must be approved by the City Commission in an advertised public hearing. This approval authorizes the City Manager to execute the contract, which will obligate the City to the terms, conditions, and provisions of the agreement.

The Project Manager will coordinate execution of the professional service agreement including the following signatures: Consultant, City Attorney, Risk Manager, City Manager, and City Clerk.

The Project Manager distributes the executed agreements in the manner set forth below.

- One original to the Consultant.
- One original to the City Clerk.
- One copy to the Project Manager.

CITY OF LARGO  
CONFLICT OF INTEREST CERTIFICATION  
TECHNICAL REVIEW COMMITTEE

I hereby certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest as defined by Chapter 112 Florida Statutes, Section 2-278 of the City Code and the City's personnel and purchasing policies.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit or gift was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above-mentioned statutes, City Code provisions and City policies would be punishable in accordance with Section 112.317, Florida Statutes, the City Code and the City's personnel and purchasing policies.

Project Description(s):

\_\_\_\_\_

\_\_\_\_\_

Financial Project Number(s): \_\_\_\_\_

**Technical Review Committee Members**

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the procurement identified above, or the entities evaluated by the project(s).

Printed Names

Signatures

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy: Title VI Nondiscrimination Policy and Plan for LAP</b>	<b>Policy Number: FP-01-17</b>
<b>Originating Department/Division: Community Development/Engineering</b>	
<b>Effective Date: July 1, 2017</b>	<b>Preceding Policy Date: N/A</b>

### **POLICY**

The City of Largo (the City), as the FDOT designated sub-recipient, has a goal not to discriminate against any person with respect to a City program, activity or service. To meet this goal, the City developed a Title VI Program pursuant to Title VI of the Civil Rights Act of 1964 as amended.

The City values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Thus, the City does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

### **PROCEDURE**

The City has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found specific to the LAP project. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of the City's LAP projects may file a complaint with the City's LAP Title VI/Nondiscrimination Coordinator:

City Engineer  
LAP Nondiscrimination Coordinator  
Mailing Address: Engineering Services Department,  
201 Highland Avenue P.O. Box 296, Largo, Florida 33779  
Physical Address: 201 Highland Avenue, Largo, Florida 33770  
Phone: (727) 587-6700  
Fax: (727) 586-7413  
Hearing Impaired: Florida Relay 7-1-1

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the LAP Title VI/Nondiscrimination Coordinator for assistance.

The LAP Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the City be unable to satisfactorily resolve a complaint, the LAP Title VI/Nondiscrimination Coordinator will forward the

complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT) for further processing.

The City's LAP Title VI/Nondiscrimination Coordinator has easy access to the City Manager and is not required to obtain management or other approval to discuss discrimination issues with the City Manager. However, should the complainant be unable or unwilling to complain to the City, or if the complainant is dissatisfied with the City's handling of the complaint, the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT will ensure that the matter is assigned to the correct Federal or State authority for processing.

Florida Department of Transportation  
Equal Opportunity Office  
ATTN: LAP Title VI Complaint Processing  
605 Suwannee Street MS 65  
Tallahassee, FL 32399

### **ADA/504 Statement**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The City will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodations to disabled individuals who wish to participate in public events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodations may require outside assistance, organization or resources, the City asks that requests be made at least seven (7) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City's ADA Officer:

Assistant City Manager  
ADA Officer  
Mailing Address: P.O. Box 296, Largo, Florida 33779  
Physical Address: 201 Highland Avenue, Largo, Florida 33770  
Phone: (727) 587-6700  
Fax: (727) 586-7413  
Hearing Impaired: Florida Relay 7-1-1

### **Limited English Proficiency (LEP) Guidance**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid

recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the City's programs, services or activities.
- The frequency with which LEP individuals come in contact with these programs, services or activities.
- The nature and importance of the program, service, or activity to people's lives and;
- The resources available to the City and the likely costs of the LEP services.

Using census data, the City has determined that LEP individuals speaking English represent less than approximately 4% of the community. The City realizes that such statistical data can be outdated or inaccurate. Given this information, the City reasons that a relatively small portion of its service population are LEP speakers.

The City understands that its community profile is changing and the four factor analysis may reveal the need for more LEP services in the future. As, such, it will biannually examine its LEP plan to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the City's LAP Title VI/Nondiscrimination Coordinator.

### **Public Involvement**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the City must have the input of its public. The City spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The City holds a number of transportation meetings, workshops and other events designed to gather public input on project planning and construction. Further, the City attends and participates in other community events to promote its services to the public. Finally, the City is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the City, or offer suggestions for improvement of City public involvement may contact:

Community Outreach Coordinator

Mailing Address: 201 Highland Avenue P.O. Box 296, Largo, Florida 33779

Physical Address: 201 Highland Avenue, Largo, Florida 33770

Phone: (727) 587-6700

Fax: (727) 586-7413

Hearing Impaired: Florida Relay 7-1-1

### **Data Collection**

Federal Highway Administration regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The City accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the City with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the City will

always be voluntary and anonymous. Moreover, the City will not release or otherwise use this data in any manner inconsistent with the federal regulations.

### **Assurances**

Every three years, or commensurate with a change in City executive leadership year, the City must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the City's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the City may be held liable for breach. The public may view the annual assurance on the City's website or by visiting the City's offices.

CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES	
<b>Policy: Educational / Tuition Cost Reimbursement</b>	<b>Policy Number:</b> FP-01-18
<b>Policy Manager:</b> Finance Director	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> N/A

### PURPOSE

The City is committed to maintaining a high-performance organization, which requires an educated workforce. The City encourages employees to pursue continuing education through this reimbursement program, which may be used to obtain college degrees and technical training. Policy questions may be directed to the Finance Department Payroll Technician: 587-6719 x7505.

### POLICY

This Educational Cost Reimbursement program pays the cost of eligible education and training that an employee elects to pursue outside of regular work hours. Reimbursement is non-taxable; therefore, all IRS regulations must be met in addition to meeting the City's administrative guidelines.

Education and job-related training are also provided by the City during regular work hours or through seminars and conferences to ensure employees remain proficient in their jobs and to comply with all regulatory requirements. The cost of this education and training is paid through departmental expense accounts. Employees should discuss contemplated education and training with their supervisor prior to registration to identify whether costs are training expenses or should be paid through this program.

**Costs that are likely to qualify for educational / tuition cost reimbursement include:**

- Taking college or university courses leading to a degree (does not have to be job related)
- Education or training related to an employee's current position that is not required by the City
- A Management Analyst taking a college course on Advanced Excel Techniques

**Costs that most likely do not qualify for educational / tuition cost reimbursement include:**

- Taking courses or training required to maintain basic skills (should be training expenses)
- An Accountant who takes a photography course (not job related and no degree)
- A Light-duty Mechanic who takes a heavy-duty course (not job related and no degree)

### DEFINITIONS

Eligible costs: Course tuition or registration. Mandatory fees that are directly related to a course (cannot be avoided), such as technology fees, library fees, lab fees, etc. Mandatory books, materials, equipment, course-specific software, etc. that cannot be used personally after a course is completed.

Ineligible costs: Lodging or transportation (fuel, parking, tolls, etc.). Consumable supplies (paper, pencils, etc.) and any items that can be used after a course is completed regardless of whether items are used such as computers, calculators, tools and general software (Adobe, MS Office, etc.). Costs not directly related to a course, such as application fees, enrollment tests (GMAT, GRE, etc.), transcript fees, graduation fees, etc.

If eligible costs are paid by a third-party on behalf of an employee (directly or reimbursed) such as through grants, scholarships, pre-paid tuition, GI Bill, Bright Futures, etc., the costs are ineligible.

## **PROCEDURES**

### **College or University Courses Leading to a Degree (IRS Section 125)**

- Courses must be taken from a college or university accredited by an agency that is recognized by the Council For Higher Education Assessment (CHEA)
- Courses must be part of a program of study leading directly to a degree (AA, AS, BA, etc.)
- Courses are not required to be job related if they are part of a degree program
- Courses may be mandatory, elective, prerequisite or remedial, but must be required by the college or university as part of a program of study leading directly to a degree
- An employee must be registered as a degree-seeking student at course completion

### **Job-related Courses or Training that does not Lead to a Degree (IRS Section 162)**

- Courses must have a direct relationship and benefit to an employee's current position
- Courses must be taken from a provider that is approved by the employee's supervisor
- Courses must not be part of a program of study leading to a degree (AA, AS, BA, etc.)

### **Required Documentation To Receive Reimbursement**

- Evidence of official course title and official description of course content (must be clear)
- Evidence of accreditation (Sec. 125 courses only) except for well-known state schools, such as: SPC, USF, UT, UF, FSU, UCF, UM, FAM, etc.
- Description of how the course benefits an employee's current position (Sec. 162 courses only)
- Evidence of official beginning and ending course dates (not the first day or last day attended)
- Evidence of mandatory items, like a Syllabus page (see eligible and ineligible cost definitions)
- Proof of payment for eligible costs (proof must be clear as to what was purchased)
- Proof of third-party payments that are deducted from costs (see ineligible cost definition)
- Proof of grade ("C" or better) or complete/pass (proof must be formal, official and clear)

### **Reimbursement Process Requirements**

- Employees complete a Spend Authorization in Workday to notify their supervisor of intent to take a course before registering for courses or training to determine if the cost should be paid as a Travel Expense or as Educational Reimbursement.
- Reimbursement requests must follow all applicable bargaining unit agreements, City policies and procedures and applicable benefit plan.
- Reimbursements are limited per calendar year according to each bargaining unit agreement, City policies and procedures and applicable benefit plan
- Courses must officially begin after an employee's hire date and must officially end after an employee's probationary period or before an employee's last day of employment.
- Reimbursements are limited to *Net Costs* after deducting any third-party payments (see ineligible cost definition)
- Reimbursement requests must be submitted within 45 days of official course ending date by completing an Expense Report that is linked to the initial Spend Authorization in Workday.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Purchasing</b>	<b>Policy Number:</b> FP-02-03
<b>Originating Department/Division:</b> Administration/Office of Management and Budget		
<b>Effective Date:</b> July 1, 2022		<b>Preceding Policy Date:</b> 01/01/2020

**POLICY**

The purchasing process is governed by Chapter 2, Article V of the Code of Ordinances. The purpose of this policy and procedure is to implement the requirements of the Code of Ordinances and comply with state and federal procurement requirements.

The Office of Performance & Budget (OPB) is responsible for ensuring that all purchasing is conducted in an unbiased and fair manner that results in public funds being spent for high quality goods and services at a fair and competitive price. The goal is to achieve a proper balance between quality and cost while maintaining public confidence in the purchasing process.

**PROCEDURE**

On July 1, 2022, the City of Largo consolidated multiple administrative and departmental polices and procedures for procurement, accounts payable, contract management, and city purchase cards into one comprehensive Procurement Policy Manual. This manual can be found on [TeamLargo.com](http://TeamLargo.com) under the Policy Manual link as a separate document.

The scope of this manual applies to all City departments. The Procurement Policy Manual replaces all previous purchasing policies. Any issues regarding the City’s purchasing process not covered in this manual will be addressed by the City Manager or designee on an individual basis, taking into consideration all applicable federal laws, rules and regulations, relevant Florida Statutes, the City Charter, City Code of Ordinances (the “Code”), and the City’s Administrative Policies and Procedures.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Grant Application, Administration, Closeout and Lobbying</b>	<b>Policy Number:</b> FP-04-04
<b>Originating Department/Division:</b> Administration		
<b>Effective Date:</b> July 1, 2022		<b>Preceding Policy Date:</b> 10/01/2021

**PURPOSE**

The purpose of this policy is to establish administrative pre-approval processes for grants requiring City Commission approval, administrative approval processes for those grants not requiring City Commission approval, and grant administration and closeout processes to monitor and ensure grant compliance. Additionally, guidance on legislative appropriations requests is also provided.

**POLICY**

The City Commission adopted a Legislative Policy (6-4) regarding the approval of the application for and acceptance of grants. City Commission approval is required prior to applying for or accepting grants in the following circumstances:

1. When grant applications and awards exceed \$50,000.
2. When grant applications and awards require the City to provide matching funds (less than, equal to, or more than the grant award amount) not already appropriated in the adopted budget.
3. When grant applications and awards for projects require on-going funding, beyond the term of the grant (e.g., commitment to appropriate funding for positions, programs or services), in any amount.

The purpose of this policy is to establish administrative pre-approval processes for grants requiring City Commission approval, administrative approval processes for those grants not requiring City Commission approval, and grant administration and closeout processes to monitor and ensure grant compliance. Additionally, guidance on legislative appropriations requests is also provided.

**PROCEDURE**

**Grant Application**

A Grant Application must be approved by City Administration prior to applying for it. The Departmental Grant Manager (DGM) will submit the request to the City Grant Manager and/or Intergovernmental Relations Coordinator using the online request form found in the section below. Once the DGM request is received by the Office of Performance and Budget (OPB), the Intergovernmental Relations Coordinator or City Grant Manager should complete Appendix D – *OPB Review Form* be completed by the Intergovernmental Relations Coordinator or the City Grant Manager and develop a recommendation on the grant opportunity. As part of this recommendation, the Intergovernmental Relations Coordinator or City Grant Manager will determine eligibility, qualification of the program or project, identify grant requirements, identify the procedures utilized by the grant provider (Funder), and determine other funding uses, if applicable. The City Grant Manager and/or Intergovernmental Relations Coordinator will then seek administrative approval by creating an Award Proposal in Workday.

Prior to submitting an application for a grant, approval is required from the Assistant City Manager (ACM) or City Manager. Such approval must be in writing on the Form. **Only the Mayor (when grant approval is required by the City Commission), City Manager, Assistant City Manager or their designee is**

**authorized to approve submission of a grant application on behalf of the City.**

City Commission approval for the grant application is required as outlined above, and may also be required for grant acceptance, if the grant meets any of the criteria below:

1. The grant rules specifically require legislative body approval.
2. Administration recommendation for City Commission approval (Charter requirements, fiscal non-funding, interlocal agreement, new funding program, political issues, etc.).

**Grant Application Preparation**

It is the submitting department's responsibility to prepare and submit the grant application, with the assistance and guidance of the Intergovernmental Relations Coordinator, City Grant Manager and Department Management Analyst (MA). Prior to perusing a grant opportunity or legislative appropriation, a Grant Application Pre-Approval form must be completed. Many grant applications and awards are done electronically, resulting in compressed deadlines for application submission (30-45 days). When such a situation arises, the appropriate forms and approvals are still required, and submission of a grant application may be denied if insufficient time is available to adequately vet the opportunity and its associated requirements.

Please [click here to submit a Grant Application / Legislative Appropriation Pre-Approval Form](#)

**Grant Acceptance**

All grant awards/contracts must be submitted by the DGM to the Intergovernmental Relations Coordinator or City Grant Manager for review before acceptance. The Intergovernmental Relations Coordinator or City Grant Manager will review compliance requirements, terms and conditions, deliverables, time-frames and whether the City has the capacity to meet all grant requirements. Upon review by the Intergovernmental Relations Coordinator or City Grant Manager, the DGM will coordinate with the City Attorney's Office and OMB Manager (or designee) for legal review and fiscal impacts. Upon review by all the parties, the City may enter into the grant contract, unless City Commission approval is required (see criteria outlined above) or directed by the ACM. Grant agreements can only be executed by the City Manager or designee. On a monthly basis, the Intergovernmental Relations Coordinator must report any grant applications and grant awards not requiring City Commission approval in the weekly City Manager's report (Largo Today)

**Grant Administration**

Grant Administration ensures that the City is in compliance with all grant requirements. Grant administration responsibility rests with the assigned DGM. In order to ensure compliance with financial grant requirements, the MA, Performance and Budget Manager, City Grant Manager, or Treasury Manager may provide additional oversight and assistance to the DGM. When directed by the ACM, grant administration shall follow a Project Management Plan and follow the City's project management policy.

**Grant Closeout**

Prior to the submission of any final or closeout report to a grant provider (Funder), the DGM must submit such report for review to the Intergovernmental Relations Coordinator, City Grant Manager and Department Director. The Department Director has final approval authority for submission of any final or closeout report. A copy of the final or closeout report submitted to the Funder will be provided to the City Clerk's Office for official record keeping. The DGM will pursue verification of grant closeout from the Funder and submit such verification to the City Clerk for official record keeping, and copies to the Treasury Manager, Intergovernmental Relations Coordinator, City Grant Manager and Department Director for notification purposes.

**Legislative Appropriations Requests**

The City Commission may desire to submit a funding request (either grant or appropriation) to the state or federal government through local legislators. The City Manager shall communicate with the City Commission to confirm details of the request being made, associated timeframe for the request, and legislators to contact. Authorization to contact legislators by City Commissioners shall be in accordance with the City's Legislative Policies and Procedures and/or City Charter.

The Intergovernmental Relations Coordinator shall coordinate with the Office Administrator to the City Commission, and function as:

- point of assembly for all data associated with a legislative request;
- point of contact with state and federal legislators to establish meetings or information exchange; and
- interim and final record keeper of all documents and information provided to legislators.

**Attachments:**

Appendix A: Grant Funding Conditions

Appendix B: Grant Funding Certifications Regarding Lobbying, Drug Free Workplace, etc.

Appendix C: Grant Funding Certifications Mandatory Certifications

**GRANT FUNDING CONDITIONS**

**BID NUMBER:**

**BID TITLE:**

This project is either fully or partially Grant funded. Bidders shall comply with clauses as enumerated below. In addition, attached documents titled *Mandatory Certifications and Grant Funding Conditions*; and *Certifications Regarding Lobbying, Drug Free Workplace and Requirements Debarment, Suspension Other Responsibility Matters and Utilization of Disadvantaged Firms (m/wbe)* shall be executed and returned with all submittals. Bidders may be deemed non-responsive for non-compliance and failure to complete and submit these documents.

1. **Drug Free Workplace Requirements:** Drug free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub1 100-690, Title V, Subtitle D). All contractors entering into Federal funded contracts over \$50,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards
3. **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the City or pass-through entity in accordance with applicable federal policy.
4. **Mandatory Disclosures:** The contractor must disclose in writing all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The contractor must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)  
 Florida Department of Transportation  
 Minority Business Development Center in most large counties and cities  
 Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity:** (As per Executive Order 11246) The contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability, or national origin. The contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
7. **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis-Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will include a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** Contractors shall comply with all the requirements of 29 CFR Part 3 which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.
9. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):** Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):** as amended-The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension (Executive Orders 12549 and 12689):** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmental wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p 189) and 12689 (CFR part 1989 Comp., p. 235), "Debarment and Suspension". SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies as well as parties declared ineligible under statutory or regulator authority other than Executive Order 12549.
12. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award.
13. **Prohibition on utilization of cost plus a percentage of cost contracts:** The City will not award contracts containing Federal funding on a cost-plus percentage of cost basis.
14. **Prohibition on utilization of time and material type contracts:** The City will not award contracts based on a time and material basis if the contract contains Federal funding.
15. **Procurement of recovered materials:** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition where the purchase price of an item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

16. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of “funding agreement” under 37 CFR, 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under the “funding agreement,” the recipient or subrecipient must comply with requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**GRANT FUNDING CERTIFICATIONS REGARDING LOBBYING; DRUG FREE WORKPLACE AND REQUIREMENTS DEBARMENT, SUSPENSION OTHER RESPONSIBILITY MATTERS and UTILIZATION OF DISADVANTAGED FIRMS (M/WBE)**

**BID NUMBER:**

**BID TITLE:**

This project requires execution of this form which affirms compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying, 10 CFR Part 607" Government wide Requirements for Drug-Free Workplace (Grants) and 10 CFR Part 606 "Government Debarment and Suspension"

**I. LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10, 000 and not more than \$100,000 for each such failure.

**ADDITIONAL LOBBYING REPRESENTATION**

Contractors, who are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, are not eligible for the receipt of Federal funds constituting an award, grant, or loan.

As set forth in section 3 of the Lobbying Disclosure Act of 1995 as amended, (2 U.S.C. 1602), lobbying activities are defined broadly to include, among other things, contacts on behalf of an organization with specified employees of the Executive Branch and Congress with regard to Federal legislative, regulatory, and program administrative matters.

**Circle the appropriate answer:**

The company is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986:



**Yes No** If, you circled "Yes", circle the appropriate answer below:

The applicant represents that after December 31, 1995, it '**has**' '**has not**' engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

## II. DRUG FREE WORKPLACE CERTIFICATION

In accordance with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

### *ALTERNATE I (Vendors OTHER THAN INDIVIDUALS)*

A business certifies that it will or will continue to provide a drug-free workplace by:

As the person authorized to sign the statement, I certify that this firm confirms fully with these requirements.

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an ongoing drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction.
- (5) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

*ALTERNATE II (Vendors who are individuals)*

- (1) The vendor certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**III. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

- (1) The prospective lower tier participant certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**IV. DBE GOOD FAITH EFFORTS**

The bidder must submit documentation of its good faith efforts to assure that minority businesses, woman-owned business enterprises and labor surplus firms are used when possible.

The City of Largo may require that bidder provide additional substantiation of good faith efforts.

**DBE GOOD FAITH EFFORTS**

**Date:**            **Firm and Contact Person:**            **Area of Expertise:**

1) \_\_\_\_\_

**Response:** \_\_\_\_\_

**Date: Firm and Contact Person: Area of Expertise:**

2) \_\_\_\_\_

**Response:** \_\_\_\_\_

**Date: Firm and Contact Person: Area of Expertise:**

3) \_\_\_\_\_

**Response:** \_\_\_\_\_

**Date: Firm and Contact Person: Area of Expertise:**

4) \_\_\_\_\_

**Response:** \_\_\_\_\_

**SIGNATURE:**

As the duly authorized representative of the company, I hereby certify that the company will comply with the above certifications.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

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

The company may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, County, State, Zip

Check if there are workplaces on file that are not identified here.

\_\_\_\_\_  
DUNS Number (Company Data Universal Numbering System regulated by Dun & Bradstreet)

**GRANT FUNDING MANDATORY CERTIFICATIONS**

**BID NUMBER:**

**BID TITLE:**

As the authorized representative of the Vendor \_\_\_\_\_(legal name of Vendor), I confirm that I have fully informed myself of all terms and conditions of BID#\_\_\_\_\_, the facts regarding the BID submitted by the Vendor in response to the official City competitive procurement document (the BID) and the truth of each statement contained in Certifications ( ) through (\_\_\_\_) and certify, by checking the applicable “true” or “false” box below and affixing my signature hereto, that each statement in each checked certification is “true” or “false” as indicated to the best of my knowledge and belief.

**Check the applicable box regarding each certification:**

**a. Certification of Binding BID Submittal and Acceptance of Terms of IFB and Contract Document**

True     False

By checking the “True” box above and signing below, I hereby certify that the Vendor’s bid submittal is submitted in good faith in response to the Bid and is binding on the Vendor in accordance with the terms of the BID, that I have read, understood and agree with the terms and conditions of the BID, and, if awarded any contract as a result of the BID, the Vendor will comply with the requirements, terms, and conditions stated in the BID and the contract document. The Vendor further agrees that and intent by the Vendor to deviate from the terms and conditions set forth therein may result, at the City’s exclusive determination, in rejection of the Vendor’s bid submittal.

**b. Certification of Authority to Do Business in Florida**

True     False

By checking the “True” box above and signing below, I hereby certify that the Vendor is an existing legal entity and satisfies all licensing and registration requirements of state law authorizing it to do business within the State of Florida.

**c. Certification of Non-Collusion**

True     False

By checking the “True” box above and signing below, I hereby certify that all persons or companies interested in the BID as principles are named therein, and that the Vendor’s bid submittal is made without collusion with any other person or company submitting a competing bid submittal.

**d. Certification Regarding Lobbying**

True     False

By checking the “True” box above and signing below, I hereby certify”  
No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard OMB Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

The Vendor will include the language of this certification in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants, loans and cooperative agreements) and will require that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which the City will rely in awarding the contract. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 31 U.S.C. § 1352.

**e. Certification Regarding Scrutinized Companies List**

True  False

By checking the "True" box above and signing below, I hereby certify that the Vendor is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes. I understand section 287.135, Florida Statutes, prohibits the City from contracting with companies on either list, for goods or services over \$1,000,000, and pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Vendor to civil penalties, attorney's fees, and/or costs.

**f. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

True  False

By checking the "True" box above and signing below, I hereby certify that neither the Vendor nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal agency. Specifically, neither the Vendor nor its principles are identified in the federal System for Award Management (SAM) as excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

**g. Certification of Representations Regarding Sections 287.133 and 287.134, F.S.**

True  False

By checking the "True" box above and signing below, I hereby certify that neither the Vendor nor an affiliated company are listed on the Convicted Vendors List created and maintained pursuant to section 287.133, Florida Statutes, or on the Discriminatory Vendors List created and maintained pursuant to section 287.134, Florida Statutes.

**For each certification marked "True" above, the below signature is deemed to be affixed. Any certification not marked above will be deemed "False."**

**Signature of Authorized Representative:**

**Date:**

## Legal Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
<b>Policy:</b>	<b>Americans with Disabilities Act</b>	<b>Policy Number:</b> L-01-01
<b>Originating Department/Division:</b> Administration		
<b>Effective Date:</b> September 9, 2014		<b>Preceding Policy Date:</b> 10/01/2012

### POLICY

The City of Largo has adopted an internal procedure to provide for the prompt investigation and equitable resolution of alleged violations of the Americans with Disabilities Act of 1990 (ADA). As part of this effort, the following position has been designated the ADA Coordinator with the authority to investigate complaints:

Assistant City Manager  
201 Highland Avenue  
P. O. Box 296  
Largo, FL 33779-0296  
(813) 587-6727

### PROCEDURE

When, in the opinion of any individual, a violation of the ADA has occurred by the action or inaction of the City, its representatives, or employees, the attached form shall be completed and forwarded to the Assistant City Manager. The procedure will adhere to the following guidelines:

1. The Complainant shall submit the Complaint Form with pertinent information to the Assistant City Manager within a reasonable length of time of the incident or knowledge of the incident.
2. The Assistant City Manager shall investigate the charge personally or through a Department Representative. Should a fact-finding hearing be necessary, the Assistant City Manager shall schedule said hearing within five (5) workdays of receipt of the complaint.
3. The Assistant City Manager shall render a determination within five (5) workdays of the fact-finding hearing or ten (10) work days of receipt of the complaint, whichever is greater.

The purpose of this procedure is to resolve ADA compliance issues at the local level. However, aggrieved individuals also have the right to file a complaint with the appropriate federal agency (as indicated on the next page) if the individual believes a violation has occurred and/or is dissatisfied with the Assistant City Manager's resolution of the complaint.

Title I: Employment

Equal Employment Opportunity Commission  
501 East Polk Street, Suite 1020  
Tampa, FL 33602  
(813) 228-2310 (voice)  
(813) 228-2003 (TDD)

Title II: Public Services

U. S. Department of Justice  
Civil Rights Division  
P. O. Box 66738  
Washington, D. C. 20035-6738  
(800) 514-0301 (voice)  
(800) 514-0383 (TDD)

Public Services/Recreation Programs

U. S. Department of Interior  
1849 C Street NW  
Washington, D. C. 20240  
(202) 208-3171 (voice)  
(202) 208-4817 (TDD)

Public Transportation

U. S. Department of Transportation  
400 Seventh Street SW, Room 10424  
Washington, D. C. 20590  
(202) 366-9305 (voice)  
(202) 755-7687 (TDD)

Title III: Public Administration

U. S. Department of Justice  
Civil Rights Division  
P. O. Box 66738  
Washington, D. C. 20035-6738  
(800) 514-0301 (voice)  
(800) 514-0383 (TDD)

Transportation Provisions

U. S. Department of Transportation  
400 Seventh Street SW, Room 10424  
Washington, D. C. 20590  
(202) 366-9305 (voice)  
(202) 755-7687 (TDD)

Title VI: Communications

Federal Communications Commission  
Wireless Bureau  
Enforcement Division  
2025 M Street NW, Suite 8308  
(202) 418-0569 (voice)  
**(202) 418-7306 (TDD)**

Policy of  
Non-Discrimination  
on the Basis of  
Disability

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination in employment and in the provision of public services.

The City of Largo has appointed a task force to review compliance guidelines for the ADA. It is the City's intent to conform with each applicable requirement of the Act. Any individual desiring to have input into the City's compliance review efforts should contact:

Assistant City Manager  
City of Largo  
P. O. Box 296  
Largo, FL 33779-0296  
(727) 587-6727

Individuals who feel that an action or inaction on the part of the City, its representatives, or employees, is in violation of the Act may file a complaint. The complaint procedure and appropriate form may be obtained from the applicable City facility or department, or through the Administration Department, Largo City Hall, 201 Highland Avenue, Largo, (727) 587-6727. Americans with Disabilities Act

Complaint Form



**Assistance with completing this form is available upon request.**

Any complaint shall be submitted as soon as possible after the incident or knowledge of incident to:

Assistant City Manager  
201 Highland Avenue  
P. O. Box 296  
Largo, FL 33779-0296  
(727) 587-6727

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_ Telephone or TDD: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

City Facility/Site of Alleged Violation: \_\_\_\_\_

Complainant's statement. Include suggestion(s) for resolution. List employee name(s) as applicable. Pages may be attached if additional space is required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant Signature

Filing Date

Received by: \_\_\_\_\_

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

**DETERMINATION**

\_\_\_\_\_  
Assistant City Manager

\_\_\_\_\_  
Determination Date

Americans With  
Disabilities Act  
Complaint Procedure

The City of Largo has adopted an internal procedure to provide for the prompt investigation and equitable resolution of alleged violations of the Americans with Disabilities Act of 1990 (ADA). As part of this effort, the following individual has been designated the ADA Coordinator with the authority to investigate complaints:

Assistant City Manager  
201 Highland Avenue  
P. O. Box 296  
Largo, FL 33779-0296  
(727) 587-6727

When, in the opinion of any individual, a violation of the ADA has occurred by the action or inaction of the City, its representatives, or employees, the attached form shall be completed and forwarded to the Assistant City Manager. The Procedure will adhere to the following guidelines:

4. The Complainant shall submit the Complaint Form with pertinent information to the Assistant City Manager within a reasonable length of time of the incident or knowledge of the incident.
5. The Assistant City Manager shall investigate the charge personally or through a Department Representative. Should a fact-finding hearing be necessary, the Assistant City Manager shall schedule said hearing within five (5) workdays of receipt of the complaint.
6. The Assistant City Manager shall render a determination within five (5) workdays of the fact-finding hearing or ten (10) workdays of receipt of the complaint, whichever is greater.

The purpose of this procedure is to resolve ADA compliance issues at the local level. However, aggrieved individuals also have the right to file a complaint with the appropriate federal agency (as indicated on the reverse side) if the individual believes a violation has occurred and/or is dissatisfied with the Assistant City Manager's resolution of the complaint.

**CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES**

**Policy:** City Attorney’s Office

**Policy Number:** L-01-02

**Policy Manager:** City Attorney & City Manager

**Effective Date:** October 1, 2021

**Preceding Policy Date:** 04/01/2021

**PURPOSE**

The City has contracted with Bryant Miller Olive, PA to provide the City’s legal services. This policy is intended to set out the procedures that will assist Bryant Miller Olive to meet the City’s legal needs on a timely and efficient basis.

**POLICY**

Alan Zimmet is the City Attorney and has office hours on Tuesday afternoon. Nikki Day is the Assistant City Attorney and has office hours on Mondays. Isabella Sobel is also an Assistant City Attorney and has office hours on Thursdays. This policy will set forth the procedures staff should follow in requesting legal review or involvement in legal issues.

**PROCEDURE**

Any documents for review and/or signature shall be sent to the City Attorney’s Office Administrator with a legal review request form. Do not send requests directly to the City Attorney or any other members of the BMO Team. All tasks will be assigned through Office Administrator. The legal review request form should state who is submitting the document, what action is requested, the date of the request, the Commission agenda date the item is scheduled for, if any, and what date the item needs to be completed. A copy of the legal review request form template can be requested from the Office Administrator.

The goal of the City Attorney’s office is to review and provide comments on all documents within two weeks of the request, with the exception of large documents or ones that require extensive legal review. The expected turnaround time on documents that require signature only will be three to five days.

Generally, items from the departments will be assigned to the three attorneys as follows:

- City Attorney Zimmet: Community Development, Engineering, Administration, City Commission, Library, RPA
- Asst. City Attorney Day: Police, Fire, ES, HR, PW, Communications and Marketing, IT, Finance
- Staff Attorney Sobel: Planning Board, CEB, Special Magistrate, County Court local ordinances, Community Standards

Documents for review will **only be accepted in Microsoft Word format.** When a Word document is received back with legal’s comments and changes in track changes, any changes that are deemed acceptable by staff and/or the vendor/contractor, should be accepted in track changes. Any new

changes should be made in track changes. As a document goes back and forth, any comments that are resolved should be deleted.

If the document that is being asked to be reviewed is an amendment or renewal of an existing agreement, the existing agreement, with any previously approved amendments or renewals, should be provided also with the legal review request.

Upon final signature by BMO, the approved document will be sent to the requesting department team member, and CC the City Clerk for records retention purposes.

## CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

<b>Policy:</b>	<b>Purchase of Property by City</b>	<b>Policy Number:</b> L-03-06
<b>Originating Department/Division:</b> Administration/City Attorney's Office		
<b>Effective Date:</b> September 1, 2003		<b>Preceding Policy Date:</b> 10/01/2012

### POLICY

To ensure that all property purchases by the City of Largo are carefully reviewed and legally acquired, the following procedures will be followed by all City departments interested in purchasing property.

### PROCEDURE

3. The department interested in purchasing property will initiate a memorandum to the Assistant City Manager, City Engineer and City Attorney indicating interest, providing a general description of the property, and providing the intended use of the property. Additionally, the memorandum should indicate if there are any time deadlines within which it is necessary to purchase the property. The department shall indicate in the memorandum which department employee will be assigned as the department's representative for issues related to the purchase of the property. The department's representative, Assistant City Manager, City Engineer, and City Attorney will comprise the committee that will coordinate the efforts to purchase the property.
4. The staff members assigned to the real estate property acquisition and the City Manager will determine if an appraisal is appropriate and whether the matter should be taken to the City Commission for conceptual approval or for approval to obtain an appraisal.
5. If an appraisal is sought, with the City Manager's approval, the appraised value will be brought to the City Commission for approval to negotiate for the purchase of the property.
6. The appropriate staff members will be requested to negotiate the business terms of the purchase agreement.
7. Once the business terms are agreed to, the City Attorney will draft the purchase agreement.
8. The finalized purchase agreement, fully executed by the property owners, will be presented to the City Commission for approval. The interested department's representative shall prepare the necessary Commission agenda memo, with the review and approval of the City Manager.
9. If the City Commission approves the purchase agreement, the City Attorney's Office will order the survey and title, assuming that the City is responsible for ordering the survey and/or title. The City Engineer will order the environmental survey. The City Attorney's Office will prepare a contract schedule that will be distributed to the Assistant City Manager, City Engineer and department's representative. Upon completion, the survey will be distributed to the City Engineer and City Attorney for their review. The environmental survey will be reviewed by the City Engineer and then provided to the City Attorney for review.
10. It is intended that all correspondence or memoranda will be circulated among the City Manager, Assistant City Manager, City Attorney, City Engineer, and the department's representative. The City Attorney will be responsible for completing the closing with the assistance of other staff members.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Sale of City-Owned Property</b>
	<b>Policy Number:</b> L-03-07
<b>Originating Department/Division:</b> Administration/City Attorney	
<b>Effective Date:</b> September 1, 2003	<b>Preceding Policy Date:</b> 10/01/2012

**POLICY**

To ensure accurate and legal transactions regarding sale of City-owned properties, the following procedure will be followed.

**PROCEDURE**

Since the sale of City-owned property will generally be related to economic development and development in certain areas of the City, any sale of City-owned property will involve the Community Development Director, Assistant City Manager, City Engineer, City Attorney, and City Manager. When the City is interested in selling a piece of property or receives a proposed offer for the purchase of a piece of property, all above staff members shall receive notice of the offer.

1. The staff members, upon receipt of an offer, will determine if an appraisal should be received or if some other method should be utilized to determine the appropriate value of the property.
2. Appropriate members of the committee, as decided by the committee, will negotiate the business terms of the purchase agreement and then the other necessary agreements governing the sale of the property. Initially, the staff members may choose to pursue a letter of intent indicating the City's intent to sell the property to the potential purchaser and including the general business terms of the proposed sale.
3. The approved terms may be presented to the City Commission for approval in concept at the discretion of the City Manager.
4. The City Attorney will then draft any necessary agreements which will be executed by the purchaser prior to City Commission approval.
5. At the City Manager's direction, the City Commission will then be requested to approve the fully executed agreements. The Community Development will prepare any necessary Commission agenda memos, with the review and approval of the City Manager.
6. Upon approval of the agreements by the City Commission, the City Attorney will order the title and survey, if the City is obligated to obtain the title and/or survey. A contract schedule will be prepared by the City Attorney's Office and share with the other staff members.
7. The City Attorney will prepare any necessary documents or review any necessary documents for the closing of the matter. All correspondence, memoranda, and other documents will be share with the other staff members.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Public Meetings/Events	<b>Policy Number:</b> L-10-09
<b>Policy Manager:</b> City Clerk/Administration	
<b>Effective Date:</b> April 1, 2021	<b>Preceding Policy Date:</b> 04/30/10

### **PURPOSE**

The purpose of this policy is to define and provide procedures for scheduling, noticing and conducting all public meetings and events held by the City of Largo to avoid conflicts, ensure necessary staff and technology resources, and provide information to the public in a clear, concise and consistent manner.

### **POLICY**

All City public meetings that require legal notice (including but not limited to meetings of the City Commission, Advisory Boards, Advocacy Boards, Advisory Committees, Labor Negotiations, and RFP/RFQ/Bid Evaluation Committees) shall comply with Florida’s Government in the Sunshine Law, Section 286.11, Florida Statutes, which requires that the meeting be publicly noticed, accessible to the public and minutes must be taken. The same level of consideration, effort to inform the public and to provide accessibility is applicable to all City meetings and events.

### **DEFINITIONS**

1. Public Meeting (Legally Noticed) - Under the Florida Sunshine Law, a "meeting" is any gathering of two or more members of a public body to discuss or take action regarding official business or policy (ex. Regular City Commission Meeting, Library Advocacy Board Meeting, Labor Negotiating Session). The term also applies to information-gathering and fact-finding sessions called by the public body (ex. City Commission Work Session, Code Enforcement Board Retreat). Please refer any questions about which boards constitute a “public body” to the City Clerk’s office by emailing [cityclerk@largo.com](mailto:cityclerk@largo.com).
2. Community Meeting or Gathering – These meetings don’t require a legal notice. Examples include meetings designed for neighborhood outreach, neighborhood compatibility, business outreach or meetings designed to specifically educate about a specific City project such as road construction or an engineering project.
3. Reasonable Notice – The purpose of the notice is to provide the public with all of the information they will need to attend and/or participate in a public meeting. The notice includes the name of the public body, the time, date and place of the meeting, subject of the meeting and that the meeting is public. The agenda should be included in the notice or how the public can access the agenda and supporting documents. The notice template is attached to this policy. For regularly scheduled meetings, reasonable notice is 7 days prior to the meeting, for special or emergency meetings, at least 24 hours’ notice is required.
4. Minutes – A summary of action taken at a meeting, to include the names of those present and the date and time of the meeting.
5. Special Event – Specific, one-time event designed for the enjoyment of the community and for which public meeting requirements do not apply. (ex. 4<sup>th</sup> of July event at Largo Central Park, Fire Rescue Open House).

## PROCEDURE

In addition to the statutory requirements described above, it is necessary for each department to coordinate the logistics of their public meeting or event by doing the following:

1. Determine the date, time and place
  2. Check for conflicts with other meetings or events on the [largo.com](#) calendar. If City Commissioners may want to attend (ex. Neighborhood Meeting regarding a road project or new development), staff should check with the Executive Assistant to the City Commission to ensure their availability.
  3. Schedule the meeting room or event space using the City's resource/room scheduling application. Meetings are to be held in a meeting room accessible by the public; at City Hall in the Community Room or Commission Chamber unless the meeting is held during normal work hours, in which case the meetings can be held in conference rooms within the department's offices. Departments shall notify the front desk receptionist of the time and place of the meeting
  4. Add the meeting to the [largo.com](#) calendar
  5. Prepare the meeting notice using the attached template
    - a. Post the printed notice on the City Hall lobby notice board
    - b. Email the notice to the City Clerk's Office for posting on the website
  6. Create a meeting in iCompass, if applicable\*
  7. Request, via email or call to the City Clerk's Office, to have City Hall door(s) unlocked for the meeting and provide the approximate length of the meeting. Facilities with front gates must ensure that the gates are open during public meetings.
  8. Prepare agenda items in iCompass and distribute, if applicable
- \*Regularly occurring meetings (City Commission, Planning Board) should be created for the year.

### Planning Considerations

It is the responsibility of team members to plan meetings and events with the attendee in mind and consider the following:

- Who may want to attend this meeting or event including residents, business representatives, City leadership and the City Commission, and are the meeting's details conducive to their attendance and participation?
- If your meeting or event must be scheduled during the same block of time as another scheduled meeting or event, can the start time be adjusted so that your meeting doesn't entirely overlap the other?
- Does the meeting or event require the assistance or support of other departments or divisions?
  - If you will need assistance with planning content, adapting to meeting standards or using presentation tools, reference [TeamLargo.com](#) for resources or contact Community Engagement at [Connect@largo.com](mailto:Connect@largo.com)
  - If you will need assistance with multimedia or the meeting will need to be broadcast on LTV, contact [LTV@largo.com](mailto:LTV@largo.com)
  - If you need assistance sharing the meeting details, advertising the meeting or event, or help with additional communication including signage and social media, contact [Communications@largo.com](mailto:Communications@largo.com)



- If you will need assistance with providing accommodations such as language translation or sign language interpretation, go to [cityclerk@largo.com](mailto:cityclerk@largo.com).
- If you will need IT technical support, contact [it\\_support@largo.com](mailto:it_support@largo.com).

**CITY OF LARGO**  
**NOTICE OF PUBLIC MEETING**

**NOTICE IS HEREBY GIVEN** that the (name of board) will meet at (time) on (date) in the (name of room) at (name of facility), (address including Largo, FL), to consider the following:

[INSERT MEETING AGENDA]

This meeting is open to the public. Any person who decides to appeal any decision of the (name of board) with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Largo is committed to providing reasonable accommodation for access for the disabled. Anyone needing assistance with regard to this meeting should contact the City Clerk's Office at (727) 587-6710 or the Library T.D.D. Line at (727) 587-6778 at least two days prior to the meeting. For further information regarding this meeting, please contact (name of staff contact and telephone/email contact information).

**MEETING/EVENT CHECKLIST TOOL**

Team Member Checklist:

- Have you reviewed all considerations and requested any needed assistance?
- Have you verified there are no conflicts on the City Website Calendar and resource/room scheduling application?
- Have you verified that the meeting now appears on the City Website Calendar and resource/room scheduling application?
- Have you emailed the meeting details to the City Clerk's Office at [cityclerk@largo.com](mailto:cityclerk@largo.com)?
- If your meeting is at a City facility with a front gate or door (e.g. Environmental Services, Public Works), have you arranged for the gate or door to be open?

City Clerk's Office Checklist:

- Does meeting appear on the City Website Calendar and resource/room scheduling application?
- Are you aware of any other meeting conflicts?
- If a legally noticed public meeting, have you received the notice via email?
- Have you scheduled City Hall door(s) to be unlocked for the duration of the meeting and provide approximate length of the meeting?

## Management Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<b>Policy:</b> Flags	<b>Policy Number:</b> M-01-03
<b>Policy Manager:</b> Administration / City Manager	
<b>Effective Date:</b> July 15, 2001	<b>Preceding Policy Date:</b> N/A

### POLICY

The City of Largo Administration subscribes to the National Flag Advisory Service. This service notifies the City Manager's Office by fax on specific dates, times, and circumstances under which the President has advised that the flag is to be flown at half-staff. Under the national notification, flags at all City facilities will be flown at half-staff. This service advisory will be followed on specific holidays and when the person is of great national significance or of particular significance to the State of Florida.

There are certain other local situations for which the Administration may authorize the American flag to be flown at half-staff at the Municipal Complex and at the Court of Honor. These include the following:

- Police Officer or Firefighter who loses his or her life in the line of duty in the Bay Area (Pinellas County, Hillsborough County, Pasco County, and Manatee County). For Police Officers, flags at the Municipal Complex will be lowered. For Firefighters, flags at the Municipal Complex and the various fire stations will be lowered.
- City of Largo employee in the performance of his/her duties.
- Current and past elected officials of the City of Largo.

### PROCEDURE

#### National Flag Advisory Service

1. When the City Manager's Office receives notification from the National Flag Advisory Service, the Assistant City Manager will determine if the flags are to be lowered.
2. One of the Executive Secretaries in the Manager's Office will notify by e-mail or telephone call directors at various facilities, as well as Facilities Management Division of the Public Works Department, when the flags are to be lowered and when they may be raised to full staff.
3. It is the responsibility of each facility to raise/lower the American flag located at the site. Facilities Management will be responsible for raising and lowering flags at the Municipal Complex. Currently, the flag at the library must be raised and lowered by the Parks Division.

#### Local Notification

4. It is the responsibility of each department to contact the Assistant City Manager when receiving notice of the death of a Police Officer or Firefighter in the line of duty in the Bay Area.

5. The City Manager's Office will contact the Facilities Management Division to lower the flags at the Municipal Complex and will also contact Fire Administration authorizing flags at the stations to be flown at half-staff in the case of a Firefighter.
6. In the case of a current or past elected official, any employee who receives this notification is asked to contact the Administration Department as soon as possible.
7. In these local instances, flags will be lowered upon notification of the person's death and will be raised the day after the memorial/funeral service.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy: Records Management</b>	<b>Policy Number: M-21-01</b>
<b>Policy Manager: City Clerk/Administration</b>	
<b>Effective Date: October 1, 2021</b>	<b>Preceding Policy Date: N/A</b>

**PURPOSE**

The purpose of this policy is to provide staff with parameters for the creation, storage and disposition of records, in order to ensure uniformity, ease of retrieval and compliance with all State, Federal and local requirements for the management of public records. The requirements of this policy apply to all records in all City departments, regardless of record type or storage medium.

**POLICY**

To address the complexities associated with public records management in the State of Florida, the City has established a comprehensive records management program for the creation, storage and disposition of all types of records. Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011(12), F.S.

**DEFINITIONS**

Records Categories – The basic components into which record collections are to be grouped for disposition purposes will be determined by the following:

1. Record Series Title. A record series title is determined by the Florida Department of State. Copies of current General Records Schedules will be distributed to Department Records Coordinators, and any unique records are to be discussed with the City Records Management Liaison Officer (RMLO), designated in writing to the Florida Department of State. The City’s RMLO is the Deputy City Clerk.
  
2. Inclusive dates. The oldest date within the collection through to the most recent date eligible for disposition.
  
3. Volume in cubic feet using the following conversions:

10"x12"x15" box	1.0
Letter-size drawer	1.5
Legal-size drawer	2.0
Letter-size 36" shelf	2.0
Legal-size 36" shelf	2.5

**PROCEDURE**

**Agreements and Contracts** – Original contracts and agreements will be stored in the vault in the City Clerk’s Office and all contracts and agreements will be scanned into the City’s network. Individual

departments are not to keep hard copies or scans of their own, as the copy scanned by the City Clerk's Office will be available to all staff.

**Copy of Record vs. Duplicate Records** – The office of origin for *internally* generated documents holds the copy of record while receiving offices have duplicates. For *externally* generated records received by the City, the office which performs the last administrative act is recognized as holding the copy of record. Duplicates should only be created for administrative or convenience purposes and then discarded when that purpose is terminated, or maintained for preservation as Vital Records (defined as those records critical to delivery of services on a day-to-day basis). Every effort should be exercised to create only those records required by statute, administrative code or as mandated by the courts. Duplicate personnel files shall not be maintained throughout City Departments.

Records will be separated into four categories in accordance with Florida Department of State retention requirements:

Category One (Records within retention): Active records will remain in the user department until the termination of administrative value, generally one fiscal year. Inactive or less active records should be uniformly containerized, and computer indexed for storage at the City's offsite storage facility until retention has been satisfied. Active records which can be or are stored and maintained digitally will be maintained by their records custodian. These records must be designated as the record (master) copy, and then the paper original designated as a duplicate and disposed of in accordance with the retention requirement for duplicates unless another law, rule, or ordinance specifically requires its retention in paper form. Records must be scanned in accordance with Rule 1B-26.003, Florida Administrative Code and must remain accessible and readable for as long as they are required to be retained. Once retention is met, the record would be handled in Category Two.

Category Two (Records past retention, eligible for destruction): Records shall be destroyed without delay once the retention period is met and after inclusion on the City's Records Disposition List.

Category Three (Records with no approved retention): Any record that a department determines does not fall under the General Records Schedule will be brought to the City Clerk's Office for a determination by the RMLO, or the Florida Department of State. Based upon the Department of State approved retention, Category Three records will be reclassified to Category One, Two or Four.

Category Four (Records with sufficient retention or historical significance to justify scanning or conversion to microfilm): Records will be scheduled for scanning, conversion to microfilm, Computer Output Microfilm (COM) or other storage device in priority order based upon media condition (worst case records stabilized first), series retention value (permanent records first) or administrative value (high reference records first).

Off Site Storage – Criteria for storage requests:

1. Only records with remaining retention, yet virtually no administrative value, shall be considered for off-site storage.
2. Records shall be packed into uniform, one cubic foot boxes with a removable lid (available from the City Clerk's Office)
3. Every record within each box must have the same destruction date.
4. Records shall be indexed, and a box number should appear on the box as a label. Bar code labels for the City's off-site vendor are available from the City Clerk's Office.
5. Department Records Coordinators are responsible for selecting, boxing, and transmitting records to on-site or off-site storage location as authorized by the RMLO.

6. As records are eligible for destruction, they should be destroyed. Boxed records existing at the time of policy adoption must be reviewed by Records Coordinators in each department for destruction eligibility.

## Risk Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<b>Policy:</b> Transitional Duty	<b>Policy Number:</b> RS-01-01
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 03/01/2004

### POLICY

The transitional duty program is available to all City departments. This program is designated solely for Team Members incurring a work-related injury who are medically unable to return to full duty status for a temporary period of time. The primary goals are to protect the employability of the Team Member, to prevent and reduce the number of lost days, increase productivity, and to assist the Team Member with assimilating back into the workforce. Transitional Duty work assignments will be made in full compliance with all medical restrictions. In all instances, Team Members will be paid in accordance with City of Largo and state statutory workers' compensation policies and procedures.

### PROCEDURE

Departments requesting transitional duty personnel will contact the Risk Manager, or their designated representative, in the Human Resources Department and provide the following information:

- a. Nature of the work
  - b. Anticipated time the Team Member will be needed
  - c. Number of Team Members needed
  - d. Location of work assignment
  - e. Name and phone number of the Supervisor to whom the Team Member should report
2. The Risk Manager, or their designated representative, will review the list of transitional duty personnel and perform the following:
- a. Identify the Transitional Duty Team Member on the list that can perform the duties of the assignment.
  - b. Contact the appropriate medical reference to get the opinion of the physician as to the Team Member's ability to perform the assignment.
  - c. Contact the Team Member by phone; or, if not by phone, by mail, designating the assignment.

- d. Inform the requesting department of the reporting day, nature of limitation and name of the individual assigned.
3. If the Team Member refuses to accept the assignment, the Human Resources Department will take appropriate action to have the injury leave pay terminated. This will not affect the Team Member's workers' compensation benefits.
4. The requesting department should inform the Risk Manager, or his designated representative, when the assignment has been completed.
5. Once a Team Member reaches Maximum Medical Improvement (MMI), and is not able to return to their position, with or without reasonable accommodation, the City will identify any existing vacancy(s) for which the Team Member is qualified. If a position is identified, the City will make every effort to place the Team Member.



<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Risk Management	<b>Policy Number:</b> RS-01-02
<b>Policy Manager:</b> Human Resources Department	
<b>Effective Date:</b> July 1, 2022	<b>Preceding Policy Date:</b> 05/01/2004

### **PURPOSE**

The City of Largo recognizes the need to protect its assets and to preserve operational continuity from risks and hazards that may arise from business activities or events. Efficient risk management is considered essential to the successful overall management of the City. The goal of risk management is the efficient minimization of the following categories of potential risk:

- Property and Auto Physical Damage
- General Liability
- Fleet Liability
- Workers' Compensation
- Mechanical Breakdown
- Business Interruption

### **POLICY**

#### **Catastrophic Loss**

The City will identify the risk of potential catastrophic losses and prioritize staff work based on the severity and impact of the potential risk of catastrophic loss is to be given the City's fullest attention. All reasonably practical techniques to avoid, control, transfer, or finance such catastrophic risks shall be given due consideration.

An operational catastrophic loss contingency plan shall be formulated. The plan shall consider potential property loss to the City that could significantly reduce the City's income and/or require significant additional expense to continue operations as nearly normal as possible. Preplanning of possible backup systems to minimize loss will be considered essential to the plan.

#### **Risk Management Authority and Responsibility**

The City Commission retains ultimate authority and responsibility for risk management. Team Member responsibility for providing recommendations to the Commission to facilitate major risk management decisions is granted to the City Manager who receives input from the City's Risk Management Committee.

The Risk Manager is charged with day-to-day responsibility for ongoing administration of the risk management program. This includes the management of workers' compensation, general and automobile liability claims, property losses, insurance policy maintenance, review of agreements, contracts, and leases for hold harmless/indemnification clauses and insurance requirements, and the City's loss prevention programs.

The City Attorney is charged with legal review of all agreements, contracts, and leases and management of litigated claims against the City.

All Team Members are expected to act responsibly in the conduct of their duties and shall be required to participate in the City's Risk Management and Loss Prevention Programs to the extent required by the City and its designees.

Federal, state, and local laws shall be considered in formulating the Risk Management Program and in all subsequent changes.

#### Risk Management Technique

The City shall employ the following risk management techniques to meet its objective of preventing or limiting its exposure to accidental/preventable losses:

- Risk Identification and Analysis
- The City shall continuously seek to identify and analyze possibilities of loss with potentially significant financial or personal impact.

#### Risk Avoidance

The City will endeavor to avoid any unnecessary potential risks or hazards.

#### Risk Control

Where possible, and within reasonable cost, the City shall seek to prevent risks or loss and act to limit or reduce the potential extent of any losses that cannot be totally prevented. Efforts at risk control shall be continuous, as long as an exposure exists.

Prior to purchasing insurance for major risks, carriers will be asked to provide costs and details of their risk control products or related offerings. Risk Management services shall only be acquired when they are judged to be in the best interests of the City.

#### Risk Finance

Upon evaluation of its risks of financial loss, the City shall provide for appropriate financing

measures. Depending on the nature of the individual risks, the City shall decide whether to retain risks of loss on an uninsured basis, transfer risk of loss to an insurer, or transfer risks of loss to another party.

### Risk Retention

The City shall consider self-insurance, or deductibles, or exclusions, when:

- Potential amounts of loss are small and would have little impact on the budget.
- Insurance premium for coverage is unreasonably expensive.
- Risk of loss is so remote that insurance would not ordinarily be purchased.

### Insurance Purchase

The City shall consider purchase of insurance when:

- Potential amounts of loss are too large to be retained without budgetary problems.
- Required.

### Transfer of Risk to Others

The City shall consider transferring risk to others (via hold harmless agreements, contractual requirements, etc.) when:

- The cost to the City will be increased.
- The other party proves they have purchased acceptable limits of insurance coverage for the exposure.

### Insurance Marketing

The City will obtain insurance from well-rated insurers and agents. If coverages and premium costs of current insurers and the service provided by current agents and insurers remain satisfactory, it is acceptable to renew these insurance policies. Periodic consideration should be given to obtaining competition for replacement.

At least every five years the City's insurance program should be evaluated to determine if it is either necessary or desirable to solicit competitive proposals. If it is likely that competition would produce much better cost, coverage, or service to the City's benefit, then formal proposals should be requested.

Should competition be solicited in the future for the City's insurance programs, the City will provide sufficient information to agents and insurers to assure that solicited proposals are comparable. This should be accomplished by preparation of formal specifications stating desirable coverages, limits of coverage, deductibles, and endorsements.

When Requests for Proposals are requested, the broadest coverage available shall be preferred if the premium cost is acceptable.

Premium cost should not be the sole consideration for accepting a competitive insurance proposal. Premium costs should receive major emphasis, so long as other considerations are consistent. Cancellation notices required of insurers should be no less than 90 days and should include insurer notice of adverse change, rate increase, or non-renewal. Renewal premium quotes will be obtained well in advance of policy renewal dates.

### Risk Management Communications

Open and frequent communications about organizational and operational changes within the City are critical to ongoing maintenance of an effective, up-to-date risk management and insurance program. It is important that Risk Management be promptly made aware of any actions which may require a revision of risk management techniques or change in insurance policies, self-insurance programs, loss control measures or agreements, contracts, or leases.

Management and Team Members should be constantly aware of the risk management/insurance implications of their ongoing decisions and actions and should not delay notification to Risk Management of changes of risk which may require corresponding changes in programs of insurance or loss control.

## **PROCEDURE**

### Internal Risk Fund Claims

The Risk Fund provides funding for the City's self-insurance program. The Fund pays for general liability claims, motor vehicle liability claims, Worker's Compensation claims and accidental damage to City property. The Risk Fund is not intended to absorb costs related to depreciation, regular maintenance, or scheduled replacement. Claim adjustment will reflect these policies. Decisions regarding payment of departmental claims will be made by the Risk Management Division. Claim payments from the Risk Fund are capped per statutory limits. Claims in excess of statutory limits will be addressed by the Office of Performance and Budget.

### Claims Procedures

Claims must be submitted on the appropriate claim form which can be accessed through Teams. The form must be fully completed and submitted to Risk Management within two business days of the accident. If the Department Director is not available to sign the form prior to submission, the form should be submitted timely and followed with a signed copy. The Department Director must sign the claim form before reimbursement will be issued. The claim forms must be completed including a full description of the accident/incident and damage. In accordance with the City's Code of Conduct, the Team Member's department will address disciplinary action resulting from the loss of City property.

### Payment for Damage to City Property and Vehicles

The information about the property involved must include the date of purchase and expected life of the item(s). Cost for replacement or repair must be documented with receipts or replacement estimates. Copies of this documentation must accompany claim payment requests in accordance with the City's purchasing policy. Payment requests must be approved by Human Resources / Risk Management before the request is submitted to the Finance Department. A deductible of \$750 will apply to vehicle and property damage involving preventable City operator error, omission, or negligence. The Team Member's department is responsible for paying this deductible. No deductible will be charged to the department for non-preventable accidents, vandalism, theft or situations involving acts of Nature, i.e., windstorm, hail, or flood. Claims adjustment will be handled by Risk Management. Costs associated with unexplained damage and vandalism to City property requiring repairs under \$750 will not be paid from the Risk Fund. These costs will be paid by the department responsible for the asset and should be charged to the department repair and maintenance account. Minor damage not recoverable from the Risk Fund would include scratches to vehicles, graffiti, or minor repairs that can be performed by City personnel in the course of their regular work. If a City motorized vehicle or equipment cannot be repaired by City Personnel, two estimates must be obtained from approved vendors in accordance with the City's purchasing policy. Repairs will be done by the collision shop offering the most effective repair solution. If repair cost for a City vehicle exceeds 80% of the current actual cash value of the vehicle, the Risk Management fund will pay the department according to the total loss value of the vehicle as assessed by a licensed appraiser. A \$750 deductible will be paid by the Department for at fault accidents, glass replacement will be covered at 100% regardless of fault.

### Risk Funds

The monetary amount received by each department from the Risk Fund will be tracked and considered in assessing each department's future contributions to the Risk Fund. When the City is not responsible for the accident, Risk Management will seek restitution from the third party for the City's damages. Successful recovery of damages from the third party will be credited as appropriate to diminish the total Risk Funds used by each department.

### Safety and Loss Control

Department directors shall actively support safety, loss prevention, and loss control programs and require such support from all Team Members within their department. For an explanation of the formal safety and loss control program refer to the Safety Manual found on TeamLargo.com.

### Operational, Personnel, and Property Changes

All changes to risk should be promptly identified and analyzed. Consideration will be given to various alternatives available to cover the risk. Each department director shall

ensure that any operational, personnel, or property changes are promptly reported to Risk Management.

Operational changes include restructuring of authority or responsibility, engaging in new business activities, or discontinuing previous business activities which may increase or decrease potential public liability, professional liability, fiduciary responsibility.

Personnel changes include increase or decrease in staff and the expansion or contraction of staff duties and responsibilities, which may generate greater exposure for Team Member welfare or which may necessitate greater protection of Team Members. Property changes include purchase or sale of real or personal property, including land, buildings, contents and equipment, vehicles, aircraft, watercraft, borrowing or lending of such property, and changes in care, custody, or control of real or personal property.

#### Maintenance Agreements and Insurance Policies

Each department director shall ensure that any maintenance agreements are promptly reported to Risk Management and the City Attorney.

#### Insurance and Indemnification Requirements for Agreements, Contracts, and Leases

Standard insurance and indemnification requirements have been developed that represent the City's risk management viewpoint of desirable policy and language for the risk and insurance provisions in agreements, contracts, and leases.

Each department shall include the Standard Insurance and Indemnification Requirements for Agreements, Contracts, and Leases (*see Risk Management for a copy of standards*) within all proposed RFP's, agreements, contracts, and leases. Prior to either advertising or sending out a RFP or entering into any agreement, contract, or lease, each department shall forward a copy of the proposed RFP, agreement, contract, or lease along with any special requirements or comments to Risk Management for review and approval.

#### Certificates of Insurance

Each department shall ensure that Certificates of Insurance are received and reviewed for all executed agreements, contracts, and leases. Each department should check certificates for the required insurance coverages, amount of policy limits and deductibles, and policy expiration dates. If there is any question regarding the adequacy of a certificate, the department shall promptly notify Risk Management. Certificates of Insurance are to be kept on file in Risk Management. A copy of each Certificate of Insurance shall be forwarded to Risk Management specifying by name and date to which RFP, agreement, contract, or lease the certificate applies.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Safety Prescription Glasses	<b>Policy Number:</b> RS-01-03
<b>Policy Manager:</b> Human Resources Department	
<b>Effective Date:</b> July 1, 2022	<b>Preceding Policy Date:</b> 10/01/2021

### **PURPOSE**

This policy is designed to assist team members in the purchase of safety prescription lens eyeglasses for the safe execution of duties considered high risk for eye injury.

### **POLICY**

Safety glasses will be provided to team members upon request by the team member. Each department is responsible for determining which functions require the use of safety eyeglasses. The City will pay for one pair of prescription safety eyeglasses every two years unless prior approval is received by Human Resources due to extenuating circumstances (broken glasses, change in Rx, etc.). The reimbursement will be for frames, lenses, and side shields (wings) up to the maximum reimbursement amount.

The use of safety glasses is not an option. Safety glasses will be always worn while the team member is performing their job. Team Members who choose not to participate in the reimbursement program and are required to wear safety glasses in the performance of their duties will be required to wear eye goggles or a full-face shield over their prescription eyeglasses.

### **PROCEDURE**

For reimbursement:

- Team Member is responsible for obtaining an up-to-date prescription from an optometrist or ophthalmologist.
- Team Member takes their prescription and Reimbursement Request Form (Found in Teams>Team Largo>HR Announcements>Files>HR General Forms) to an Optician and either purchases or obtains an invoice for safety glasses which meet ANSI design, testing, and use standards.

- Optician completes the reimbursement form justifying that the safety glasses meet the required ANSI standards. The optician must clearly state that any feature prescribed is medically necessary.
- Team Member creates an expense report in Workday and submits the original receipt for the safety glasses and reimbursement form completed by the Optician as an attachment.
- After approval in Workday, reimbursement will be routed to Finance for up to \$550 for authorized safety eyeglasses.

Breakdown for reimbursement is as follows:

- Safety frames up to \$225
- Prescription safety lenses\* up to \$325

\* All optional features must be considered medically necessary by the prescribing eyecare professional before the City will reimburse (e.g., thin-n-lite lenses, progressive lenses, reflective free lenses, transitional lenses).



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Safety Shoes	<b>Policy Number:</b> RS-01-04
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> October 1, 2021	<b>Preceding Policy Date:</b> 02/01/2013

### **PURPOSE**

The purpose of this policy is to provide clarity for team members on the process for purchasing appropriate safety shoes to perform their job duties.

### **POLICY**

Reimbursement for safety shoes will be provided upon request by the team member with the approval of their manager.

- Safety shoes must be worn at all times by team members performing designated jobs. The type of shoe required for each job will be determined by the department management.
- Team members will be required to wear safety shoes in accordance with the applicable union contracts and departmental Standard Operating Procedures.
- Safety shoes must be in good condition. Torn, taped, excessively worn shoes will not be permitted.

### **SAFETY SHOE STANDARDS**

The City of Largo will comply with OSHA regulation 29 CFR 1910.136 which states that safety footwear must comply with the guidelines established by the American Society of Testing Materials (ASTM) and American National Standard for Personal Protection-Protective Footwear (ANSI) Z41 performance standards. These standards include determination of the shoe materials and durability requirements.

Safety shoes are rated according to the type of hazard protection provided. The protection offered must be substantiated through independent laboratory test results.

Exposure to the following hazards in the workplace should be considered when department management determines the type of safety shoe required for each position. The abbreviations in parentheses coincide with those used on the shoe tags to denote the approval rating.

- All safety shoes must first meet the ANSI Z-41 impact (I) and compression (C) requirements for toe protection. Additional protection is available for the metatarsal (Mt) area of the foot.
- Puncture resistance (PR) of the shoe.
- Chain saw cut resistant (CS) footwear.
- Conductive (Cd) protection to reduce danger from static electricity buildup, as well as possible ignition of volatile chemicals and explosives.
- Electric hazard (EH) protection from injury caused by stepping on a live electrical wire.

- Static dissipative properties (SD) to reduce hazards involving low electrical resistance.
- Dielectric insulation (Di) provides additional insulation if accidental contact is made with energized electrical conductors.
- Team members working in areas involving slip hazards are also required to wear shoes with non-slip soles.

### **PROCEDURES FOR SAFETY SHOE REIMBURSEMENT**

1. After a team member purchases safety shoes, they will input an expense reimbursement request into Workday and submit his/her receipt to his/her supervisor for approval.
2. Supervisor will approve/disapprove the shoe purchase in Workday and it will route to the Finance Department for approval and payment. The team member will be reimbursed by the City for the purchase price of the safety shoes through the regular expense reimbursement process and paid via ach or check.
3. Alternatively, with Director approval, the team member can choose the style and size of appropriate safety shoes and have them ordered directly through the department.
4. If a team member has a medical condition or type of restriction, the team member will provide a medical note from an orthopedic doctor or a podiatrist. Any expense for a medical exam to obtain this medical opinion will be at the team member's expense and will not be reimbursed by the City.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
Policy:	<b>Sewer Blockages</b>
	<b>Policy Number: RS-01-05</b>
<b>Policy Manager: Environmental Services</b>	
<b>Effective Date: January 1, 2022</b>	<b>Preceding Policy Date: 05/01/2004</b>

### PROCEDURE

The following is the procedure for City response to sewer blockages that are reported by affected property owners.

- When an inhabitant of a property on the City of Largo’s Sanitary Sewer System determines that the sewer system has become inoperative, the inhabitant shall call a licensed plumbing company to identify the location and the extent of the sanitary sewer problem. No sewer division employee will recommend a specific plumber.
- The plumber determines where the stoppage or failure is located. If the stoppage is found to be in the City’s sewer main or the sewer lateral from sewer main to the point where it enters private property, the plumber shall call the City of Largo Environmental Services Department Wastewater Collections Division, (507-4460) to report the situation. The plumber shall give his name, license certificate number, address of the property involved, and the nature and location of the blockage when calling. The plumber shall coordinate an on-site meeting with the Environmental Services Director, or designee, and remain at the site until a City crew arrives.
- Upon arrival at the scene, City crew will verify the stoppage as a City responsibility and make all necessary repairs. The inhabitant will be given a post card which outlines responsibilities of the City/inhabitant.
- If there is damage to the inside of the building (wet carpet, furniture, etc.) the City Foreman will notify Risk Management and then call an authorized damage restoration company to perform the cleanup. **(No Environmental Services employee shall be authorized to enter the dwelling at any time.)** If the damage occurs outside of normal business hours or if no one is available in Risk Management, the City Foreman, with authorization from the Environmental Services Director or designee, will contact an authorized damage restoration company to perform the cleanup and notify Risk Management the next working day.
- If the inhabitant of the dwelling indicates that the damage is so severe as to make the dwelling temporarily uninhabitable, the City Foreman or designee will direct the inhabitants to contact the Risk Manager (587-6774). Outside of normal business hours, decisions concerning any reimbursement for lodging should be directed to the Environmental Services Director, or designee. Risk Management should be advised during normal working hours. Environmental Services team members should follow FEMA guidelines regarding the determination of inhabitable properties.
- The Environmental Services team member will complete a Sewer Stoppage Report and get the inhabitant to sign the completed report, including a list of all property damage. Environmental Services will ensure that the report is delivered or faxed to Risk Management if the authorized damage restoration company is called and/or if there is any reported damage to the property within

two business hours of the services being repaired. The stoppage report for other less serious back-ups (minor clean-up and/or minor or no damage reported) should be delivered to Risk Management at the end of each business day.

- Following the action by the City to repair the sewer, the homeowner/occupant will submit the plumbing bill to Risk Management for reimbursement determination. At no time will Environmental Services team members commit the City to any payment to the homeowner/inhabitant, but will defer all questions regarding payment to Risk Management.
- Upon receipt of the plumber's bill from the property owner, the City may reimburse that property owner for reasonable costs. For reimbursement to be made, the stoppage must have been verified as the City's responsibility by the Environmental Services Department and the payment approved by the City's Risk Manager or designee.
- The City shall respond to conditions such as sewage flowing out of sewer manholes or on to private property that clearly indicate problems in the City's portion of the sewer system, no matter how reported.
- Claims arising from damage occurring to private property because of localized blockages or failure within the City's portion of the sewer system shall be investigated and satisfied through the City's Risk Manager or designee on a case-by-case basis.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Vehicle Crashes	<b>Policy Number:</b> RS-01-06
<b>Policy Manager:</b> Human Resources	
<b>Effective Date:</b> January 1, 2022	<b>Preceding Policy Date:</b> 02/01/2004

### **PURPOSES**

The City of Largo is committed to promoting the safe operation of City vehicles as well as personal vehicles while on City business. It is the belief of the City that safety conscious Operators will be able to prevent crashes. The purpose of this policy is to promote safe driving and reduce the costs and injuries associated with vehicle crashes. Team members are expected to use the utmost caution when operating a vehicle while on City business. Any behavior which is considered dangerous in the operation of a vehicle while on City business will not be tolerated.

### **POLICY**

A vehicle crash, for purposes of this policy, is defined as any activity involving at least two vehicles, at least one of which is either a City vehicle or a personal vehicle while on City business, which causes damage to real or personal property, or personal injury or death, regardless of the amount of damage or the extent of injuries.

A vehicular incident, for purposes of this policy, is defined as an occurrence which results from vehicle operation causing damage:

- to fixed objects (i.e. a mailbox, or an item that does not represent a material loss), or
- to overhead structures or objects (i.e. tree branches, electrical lines, etc.) or
- to a single City vehicle sustaining damage that is not a material loss and does not involve another vehicle (i.e. vandalism, cracked windshield, etc.), when
- There is no personal injury involved.

A material loss is defined as property damage more than \$1,000.00. Property damage may have occurred to:

- a City vehicle
- a personal vehicle while being operated on City business by a City team member
- damage to another vehicle, structure, or fixed object.

### **DEFINITIONS**

**Vehicle:** Any motorized piece of equipment capable of being placed into motion by an operator (i.e., automobile, motorcycle, tractor, lawn mower, boat, drone, etc.)

**Operator:** Individual in control of a vehicle.

**Preventable Crash:** Any crash involving a City vehicle, or personal vehicle operated while on City business, in which the Operator caused or contributed to the cause of the crash by their action or inaction or failed to exercise every reasonable precaution to prevent the crash.

## **PROCEDURE**

The following procedure has been implemented to assist team members and supervisors in determining when a crash is preventable and in determining the appropriate action to take following a vehicle crash.

Professional Operators may become involved in vehicle crashes over which they have no control. In most situations, when two Operators are involved in a crash, one is at fault. Either Operator, though, may have taken action to prevent the crash. City Administration has a right and responsibility to expect team members to drive defensively and prevent crashes. Preventability is the most important issue to be decided as a result of a vehicle crash investigation.

The City of Largo has defined a preventable crash in the following manner:

A preventable crash is any crash involving a City vehicle, or personal vehicle operated while on City business, in which the Operator caused or contributed to the cause of the crash by their action or inaction or failed to exercise every reasonable precaution to prevent the crash.

### **Operator For Vehicle Incidents:**

A Vehicle Incident Report must always be completed. The operator's supervisor must be notified immediately following any vehicular incident. Vehicle incidents are not to be reported to a police department unless a third party requests a police report to be completed.

### **For Vehicle Crashes which are not Vehicle Incidents:**

The Team Member will (unless injured and requires immediate medical attention) complete a vehicle crash report on the shift in which the crash occurred, giving detailed information regarding the crash to include how, when, and where the crash occurred. Failure to report a vehicle crash on the shift during which it occurred may result in disciplinary action.

The Department Director or designee will, within two working days of the crash, notify/schedule a meeting to be held with Risk Management to review the vehicle crash report, photographs, and statement of all parties involved. The Team Member will be available to answer questions regarding the crash. The Department Director or designee and Risk Management will jointly determine whether the crash was preventable. The Department Director or designee will give a written determination within 3 working days of the meeting indicating whether the crash was determined to be preventable. If the Department Director or designee and Risk Management disagree, each will provide a written summary to the Human Resources Director within 3 working days of the meeting. The Human Resources Director will review the facts of the crash and make a determination regarding whether the crash was preventable. The Human Resources Director will make a written recommendation within 2 working days of receiving the written summaries. The

Department Director will take appropriate action as required and follow the guidelines for disciplinary action in the Personnel Rules and Regulations, Code of Conduct. Any disciplinary action will be reviewed with the Human Resources Director to ensure uniformity of action.

**Ongoing Procedure** (to include hiring Operators, incidents which occurred prior to policy implementation):

Applicants for positions which require driving a City vehicle will complete a questionnaire regarding their driving record. The driving record will be checked prior to hire. Applicants with two or more moving violations within the previous two-year period or three or more moving violations for the period as reported on the DMV report will not be considered for a driving position with the City of Largo. Any questionable records should be referred to the Assistant Director of Human Resources for review prior to offering a position.

Risk Management will review vehicle crash reports and identify any Team Member with two or more prior crashes, regardless of fault, within a two-year period. Risk Management will identify all City team members who have one or more moving violation(s) within a two-year period.

Risk Management will review the City vehicle crash records and identify any Team Member with two or more incidents reported.

Risk Management will review the vehicle crash reports and records for any pattern of reckless behavior during a five-year period which might cause a safety concern. Risk Management will bring the concerns to the Department Director's attention for corrective (not punitive) action.

The Department Director and Supervisor will be required to meet with the Team Member within one week following notification by Human Resources and follow "Guidance and Counseling" procedures. The Team Member will be counseled and advised that any preventable crash in a City vehicle and/or additional traffic citations may result in disciplinary action up to and including termination. The Supervisor will send an e-mail or memo to Risk Management and the Human Resources Director to document the outcome of the Guidance and Counseling session.

**Follow-up and Corrective Action:**

Risk Management will review internal crashes involving City vehicles to determine if team members fall into the categories listed above. Risk Management and the Assistant Director of Human Resources will make recommendations to the Department Director and Supervisor regarding corrective action to be taken. Corrective action may be in the form of on-the-road Operator training, classroom Operator improvement training, and/or disciplinary action up to and including termination, depending on the severity and frequency of crashes and/or citations.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Use of Personal Vehicles for City Business	<b>Policy Number:</b> RS-01-07
<b>Policy Manager:</b> Human Resources Department	
<b>Effective Date:</b> July 1, 2022	<b>Preceding Policy Date:</b> 03/01/2004

**PURPOSE**

To create a uniform practice to handle use of personnel vehicles for City business.

**POLICY**

In the event of an accident involving a Team Member operating a personal vehicle within the scope of their employment, the City will, within limits, reimburse them for damages to the vehicle and will assume primary responsibility for other property damage caused as a result of the accident.

This policy is in effect only if the Team Member is on duty and is functioning within the scope of their employment. It does not cover normal commuting to and from work. Also, the Team Member is required to be on a route that takes them directly to, or from, the place where City business is to be conducted. Any deviation from a direct route will be considered personal usage and not within the normal scope of employment.

**PROCEDURE**

If a claim is made against a Team Member for property damage or bodily injury arising from their operation of a personal vehicle within the scope of their employment, the City will assume liability and defense costs, subject to the provisions and limitations of Florida Statute 768.28 (Waiver of Sovereign Immunity) and City Code Section 2-10 (Indemnification of City Employees).

If an accident does occur, the Team Member must present proof of insurance pertaining to their personal vehicle being used for City business pursuant to Florida Statute.

If a personal vehicle is damaged in an accident while being operated by a Team Member within the scope of their employment, it will be repaired at City expense, at a facility customarily used by the City for such repairs, subject to a maximum amount to be determined by the City's Risk Committee.



Any injuries sustained by a Team Member while operating a personal vehicle within the scope of their employment will be treated through the City's workers' compensation system.

The same circumstances that would make a Team Member subject to disciplinary action and/or drug and alcohol testing as a result of an accident while in a City vehicle will apply to an accident in a personal vehicle while they are operating a vehicle within the scope of their employment.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>		
<b>Policy:</b>	<b>Risk Fund/Claims Procedures – Damage to City Property</b>	<b>Policy Number:</b> RS-11-08
<b>Policy Manager:</b> Human Resources Department		
<b>Effective Date:</b> July 1, 2022		<b>Preceding Policy Date:</b> 01/01/2018

**PURPOSE**

To create a uniform practice to handle claims regarding City property.

**POLICY**

**Internal Risk Fund Claims**

The Risk Fund provides funding for the City's self-insurance program. The Fund pays for general liability claims, motor vehicle liability claims, Worker's Compensation claims and accidental damage to City property. The Risk Fund is not intended to absorb costs related to depreciation, regular maintenance, or scheduled replacement. Claim adjustment will reflect these policies. Decisions regarding payment of departmental claims will be made by the Risk Management Division. Claim payments from the Risk Fund are capped per statutory limits. Claims in excess of statutory limits will be addressed by the Office of Performance and Budget.

**PROCEDURE**

**Claims Procedures**

Claims must be submitted on the appropriate claim form which can be accessed through Teams>Team Largo>HR Announcements>Risk. The form must be fully completed and submitted to Risk Management within two business days of the accident. If the Department Director is not available to sign the form prior to submission, the form should be submitted timely and followed with a signed copy. The Department Director must sign the claim form before reimbursement will be issued. The claim forms must be completed including a full description of the accident/incident and damage. In accordance with the City's Code of Conduct found in the Team Member Employment Guidelines, the Team Member's department will address disciplinary action resulting from the loss of City property.

**Payment for Damage to City Property and Vehicles**

The information about the property involved must include the date of purchase and expected life of the item(s). Cost for replacement or repair must be documented with receipts or replacement estimates. Copies of this documentation must accompany claim

payment requests in accordance with the City's purchasing policy. Payment requests must be approved by Human Resources / Risk Management before the request is submitted to the Finance Department. A deductible of \$750 will apply to vehicle and property damage involving preventable City operator error, omission, or negligence. The Team Member's department is responsible for paying this deductible. No deductible will be charged to the department for non-preventable accidents, vandalism, theft or situations involving acts of Nature, i.e., windstorm, hail, or flood. Claims adjustment will be handled by Risk Management. Costs associated with unexplained damage and vandalism to City property requiring repairs under \$750 will not be paid from the Risk Fund. These costs will be paid by the department responsible for the asset and should be charged to the department repair and maintenance account. Minor damage not recoverable from the Risk Fund would include scratches to vehicles, graffiti, or minor repairs that can be performed by City personnel in the course of their regular work. If a City motorized vehicle or equipment cannot be repaired by City Personnel, two estimates must be obtained from approved vendors in accordance with the City's purchasing policy. Repairs will be done by the collision shop offering the most effective repair solution. If repair cost for a City vehicle exceeds 80% of the current actual cash value of the vehicle, the Risk Management fund will pay the department according to the total loss value of the vehicle as assessed by a licensed appraiser. A \$750 deductible will be paid by the Department for at fault accidents, glass replacement will be covered at 100% regardless of fault.

### Risk Funds

The monetary amount received by each department from the Risk Fund will be tracked and considered in assessing each department's future contributions to the Risk Fund. When the City is not responsible for the accident, Risk Management will seek restitution from the third party for the City's damages. Successful recovery of damages from the third party will be credited as appropriate to diminish the total Risk Funds used by each department.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Traffic Calming	<b>Policy Number:</b> RS-16-10
<b>Policy Manager:</b> Engineering Services Director	
<b>Effective Date:</b> January 1, 2017	<b>Preceding Policy Date:</b> N/A

### **OVERVIEW OF TRAFFIC CALMING PROCEDURES**

1. Citizen initiates the procedure by submitting the application form which names the boundaries of the area to be considered (usually a certain length of roadway, or a particular neighborhood) and agrees to become the applicant or contact person in the petitioning work that follows. The City will assist in the petitioning process.
2. City Engineer agrees to the requested study boundaries or negotiates a boundary change with the applicant, determines whether the involved street(s) are eligible for calming based on roadway classification and perform the traffic counts and speed analysis to determine whether the traffic situation in the study area meets the speed or volume criteria for calming identified in the Traffic Calming policy.
3. If the road classification or traffic counts do not meet the criteria for calming the applicant is informed and the process is ended. If the road classification and traffic situation meet the criteria for calming, a study is performed by the Engineering Division to determine the appropriate calming measure(s) which might be employed.
4. A meeting is held with the residents to present the data and traffic calming options, receive comments, and develop a final recommendation.
5. A petition describing the specific recommended calming measure(s) is prepared and circulated by the Engineering Division. A map with the property addresses is provided. The petition must be returned and approved by the property owner of at least 60 percent of the affected residences. The petition must be returned within 90 days from the date of issuance.
6. Upon meeting all requirements, the Engineering Division would mail out letters notifying citizens of the plan and schedule to install the specific calming measures. The City Administration, Fire Rescue, Police, and Public Works Departments would be copied on this letter.

For your reference, the approved Traffic Calming Program is available for viewing and download at [www.Largo.com](http://www.Largo.com)

### **Introduction**

Your City Commission is aware that speeding and excessive traffic volume are two of the most common neighborhood traffic complaints reported to local law enforcement and City officials.

Development in Pinellas County has drastically increased the number of vehicles on the roads during peak commute hours. Frustrated commuters often resort to the use of local roads and streets to bypass congested highways or overloaded intersections. Usually in a hurry to get to work or home, commuters often ignore neighborhood speed limits. The result is an ever-increasing number of concerns from neighborhood areas over “safety” and “quality of life” issues.

Residents who live on these local roads perceive a danger to children playing outdoors, while others fear increased auto exhaust pollution, road noise, crime or hazards to walkers, joggers, and bicycle riders. Such concerns can lead neighborhoods to organize in an effort to convince elected officials to take action to alleviate these situations.

The City Commission has adopted this “traffic calming” program to help residents find solutions to their neighborhood traffic problems. Traffic calming involves changes in street alignment, installation of barriers and other physical measures to reduce traffic speeds and/or cut-through volumes, in the interest of street safety, livability, and other public purposes. When possible, a traffic calming program should be planned and implement improvements on an area-wide basis, with multiple streets treated at the same time. Consideration is given to a variety of neighborhood traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be found, effective to alleviate undesirable neighborhood traffic conditions.

There are many factors taken into consideration when reviewing neighborhood traffic concerns to determine the most feasible traffic control measures. These factors include: the surrounding roadway network, resident and emergency vehicle access, speeds and/or volume of traffic, accident or crash history and construction in the nearby area. This publication outlines the guidelines and procedures, which can be used to develop the optimum solution or solutions to each particular situation.

The standards, criteria and traffic engineering principles incorporated in this procedure are in substantial keeping with those recognized by the following organizations:

- Federal Highway Administration (FHWA)
- Florida Department of Transportation (FDOT)
- American Association of State Highway Transportation Officials (AASHTO)
- Institute of Transportation Engineers (ITE)
- National Fire Protection Association (NFPA)

### **What Roads Are Covered In This Program?**

The traffic calming control measures provided in this publication are specifically designed for neighborhood roads and streets that are classified as local streets or minor collector, as defined in the City’s Comprehensive Plan. Arterial roadways and major collector roadways cannot be considered for traffic calming devices under the guidelines of this program.

#### **Eligibility Requirements for Local Roads**

- Must be classified as a local street and have a daily traffic volume less than 3,000 vehicles per day.
- Must not be designated as a primary emergency service response route.
- Must not provide for more than one moving traffic lane in each direction.

- Must not have a posted speed limit greater than 30 MPH.

#### **Eligibility Requirements for Community Streets**

- Must be classified as a minor collector and have between 3,000 and 4,500 vehicles per day traveling the subject roadway.
- Must not provide for more than one moving traffic lane in each direction.
- Must not have a posted speed limit greater than 35MPH.

The City may enter into joint usage projects with neighboring municipalities and the County where jurisdiction is shared by both parties. If the jurisdiction does not wish to participate in the traffic calming project, The City will evaluate and study the need for traffic calming along that portion of the roadway that falls under its jurisdiction.

#### **Who Pays for Control Measures?**

Roadway changes intended to reduce speeding and/or discourage non-local motorists can result in costly construction. Control measure schedule is based on available funding and the current Capital Improvement Program (CIP) schedule.

#### **Who May Request Traffic Calming?**

Any citizen of Largo or Neighborhood Association may make application for traffic calming. In addition, the City Administration or City Engineering Division may initiate the process. The process is the same for all applicants.

### **STEP 1 - INITIATION OF REQUEST**

Upon receiving a completed Project Application Form for traffic calming from the person who agrees to serve as the requesting Applicant, and who has agreed with the City Engineer as to the boundaries of the study area, the City's Engineering Division will perform an initial investigation, traffic count, and speed analysis. The purpose of this investigation and count is to determine if the roadway in question is functionally classified as a local or community street, and that the speed and volume counts indicate that the traffic situation meets the criteria of the traffic calming policy for the installation of traffic calming devices. If the street(s) involved are not eligible for traffic calming or if the initial speed and volume counts do not meet the criteria established in the traffic calming program/policy the process is terminated and the applicant notified.

### **STEP 2 - DATA COLLECTION**

If the initial investigation and traffic counts indicate that the criteria for traffic calming has been met, the engineering staff will conduct further study which may include all of the following parameters:

- Traffic conditions at the location
- Motorists' travel patterns
- 24-hour traffic counts
- Vehicle turning movement counts
- Pedestrian counts
- Collision diagram studies
- Existing traffic signs and markings

- Emergency services concerns
- Vehicle speed recordings
- Origination/Destination study
- Accident report summary

### **STEP 3 - ENGINEERING STAFF ANALYSIS & RECOMMENDATION**

The City's Engineering Division will analyze the collected data and other available information in determining appropriate traffic control tools/measures for recommendation.

#### **Criteria for the establishment of traffic control**

##### **SPEED:**

- When 85 percent of the traffic is traveling at a speed more than 10 MPH above the posted speed limit, but in no case less than 35 MPH, regardless of the posted speed limit.

##### **VOLUME:**

- When the average daily traffic is 250 or more vehicles per day and 10 percent or more of the average daily traffic occurs in any one hour.

### **STEP 4 - PUBLIC MEETING WITH ENGINEERING STAFF**

**A Public Meeting will be conducted by the City's** Engineering Division to inform and advise residents of the traffic control measures being considered within the traffic study area. Residents within the community of proposed traffic control measures may express their views and opinions regarding residential traffic calming methods to be used in their neighborhood at the Public Meeting.

### **STEP 5 - PETITION PROCESS**

A petition allowing the study area to vote yes or no on the recommendation described in the petition will be issued by the Engineering Division to the applicant. The applicant will receive a map highlighting the area properties to be petitioned. The petition area map will depict the properties adjacent to the study boundaries and that are directly affected by high speed and/or excessive volumes of traffic.

A petition describing the specific recommended calming measure(s) will be prepared and circulated by the Engineering Division. The petition must be returned and approved by the property owner of at least 60 percent of the adjacent, residential properties in the affected area. Each affected residential property shall be counted as one vote, regardless of the number of separate properties owned. In the case of multiple owners, only one vote shall be counted for that property.

The properties within the study area have 90 days to return the completed petition. Petitions not received within the 90-day period will be deemed null and no action will be taken. If requested by the applicant prior to the expiration of the initial 90-day period, a one-time extension of the 90 days may

be granted by the Engineering Division. However, in no case will petitions be accepted later than 180 days from the beginning of the initial signature period.

**If a location fails to achieve the necessary petition majority within the signature period, the petition process may not be repeated for a period of three years from the date the signature period expires.**

## **STEP 6 - CITY'S CONSIDERATION FOR APPROVAL**

Upon meeting all requirements, the Engineering Division, with the approval of City Administration, would mail out letters notifying citizens of the plan and schedule to install the specific calming measures. The City Administration, Fire Rescue, Police, and Public Works Departments would be copied on this letter.

### **EMERGENCY PROCEDURES**

The City may, at its option, install traffic control measures based on life safety considerations. City staff to review with the Fire and Police Departments prior to installing emergency control measures.

### **WHO DO I CALL FOR HELP?**

Should you have any questions regarding our program, please feel free to call one of our Engineering staff at 727-587-6713.

### **REMOVAL OF TRAFFIC CALMING DEVICES**

If a neighborhood which has had traffic calming devices installed should want the devices removed, they may do so, provided that the following conditions are met.

## **CRITERIA TO REMOVE EXISTING TRAFFIC CALMING DEVICES**

- The traffic calming device in question must be in place for a minimum three-year period.
- In order to start the removal process, the owners of five (5) separate properties in the neighborhood must sign the Request for Removal petition.
- The new petition must include the same affected area as the original.
- Approval of 60% of the properties in the original affected area is required for consideration for removal of the traffic calming devices.
- The City Administration, Fire Rescue, Police, and Public Works Departments must approve all removal petitions. Upon meeting all requirements, the Engineering Division would mail out letters notifying citizens of the plan and schedule to remove the specific calming measure.



## Technology Policies

CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES	
<b>Policy: Technology Acceptable Use Agreement</b>	<b>Policy Number: T-04-09</b>
<b>Policy Manager:</b> Information Technology	
<b>Effective Date:</b> November 1, 2018	<b>Preceding Policy Date:</b> 01/01/2015

### POLICY

The Information Technology (IT) Department consists of four distinct divisions: Business Services, Infrastructure, Customer Service, and IT Administration. These divisions provide a variety of computerized information technology services to all City departments. The IT Department is the authority for ensuring that all City technology is acquired and used in accordance with City policies and procedures as approved by the Information Technology Governance Committee and/or the City Manager. City technology includes all physical and virtual components used in the City such as, but not limited to, network computer equipment, computer hardware, computer software, operating systems, business applications, computer security, badge access security, mobile computing hardware, telecommunications, telephones, cellular communications, cellular phones, wireless communications, data and voice circuits, technology service providers, outsourced technical services, security cameras, software as a service, outsourced and hosted application services, licensing, computer rooms, data closets and maintenance of such technology. This includes technology acquired by the City, as part of a grant, and/or technology that may be included as part of a non-computer related purchase. All City computer technology must be used for City business. This policy applies to the use of the City technology at all times and to personal devices while being used to perform City related business.

### DEFINITIONS

City Network	This is a collective term used to identify the technology components physically and logically connected to the City's computer network. The City network includes, but is not limited to, devices physically connected by Ethernet cabling, and/or fiber cabling to City servers, storage devices, terminals, printers, scanners, routers, switches, access points, firewalls, patch panels, thin clients, VoIP phones, and badge readers. Components logically connected to the City's computer network includes devices connected through virtual private networks (VPN), virtual local area network (VLANs), WiFi, databases, and the software utilized on City hardware. Physical spaces that house the City's computer network are considered components of the City Network.
Off-network	Any device used for City business that is not physically connected via Ethernet cabling and/or fiber cabling to the City network. Off-network devices may access the City network via the City's VPN and/or Internet.

Public Cloud	A collective term used to identify technology (hardware, software, business applications) that is used for City business that is not contained within the City network and is accessed via the Internet. Public clouds deliver services to multiple organizations.
Private Cloud	A type of cloud computing that delivers similar advantages to the public cloud through a proprietary architecture and dedicated to a single organization.
City <technology>	This term identifies technology owned, leased, rented, borrowed, and/or licensed by the City of Largo, otherwise known as City Liable Technology. The words device, software, cellular phone, smart phone, mobile device, data plan, voice plan, and data are substituted for the term <technology> throughout this document as appropriate to the content being referenced (i.e., City device, City software, City data).
Personal <technology>	This term identifies technology owned, leased, rented, borrowed, and/or license by the employee, otherwise known as Personally Liable Technology. The words device, software, cellular phone, smart phone, mobile device, data plan, voice plan, and data are substituted for the term <technology> throughout this document as appropriate to the content being referenced (i.e., personal device, personal smart phone, personal data plan.) When this technology is used for City business, the technology is considered Bring Your Own Device (BYOD).
Hardware	This term refers to computer and electronic equipment that may or may not be physically connected to the City Network and for which IT is responsible for the acquisition, maintenance, repair, and/or replacement there of (i.e., thin client, computer server, TV, messaging boards).
Software	This term refers to programs developed by the City, programs licensed by the City from third parties and other operating program used by a computer (i.e., Zimbra, MS Windows operating systems, Oracle database, virtualization). Software used by the City may reside on the City network, off-network and/or in the Cloud.
Device	This term refers to both singular and plural technology components.
Direct Connect	Any computing device that is physically connected to the City Network via Ethernet cabling.
Remote Access	Any computing device that accesses the City Network via a wireless connection, (i.e., cellular, Wi-Fi).
IT Director	This term includes the IT Director or his/her designee.

**General**

1. The IT Department will provide City Network access for all City devices based on available capacity and the employee's work requirements. City Departments must notify and receive approval from the IT Director of all computer and communication related requests, including, but not limited to, employee access, acquisitions, repairs, disposals, upgrades and automation of business processes.

2. The IT Director is responsible for approving City Network access for third party users, such as vendors and other governmental agencies, on a case-by-case basis and establishing the conditions of use for each third-party users' access based on the functions to be performed by the third party.
3. The IT Department is responsible for the preservation of the City's digital content (i.e., files, databases, documents, spreadsheets, presentations, images, graphics, forms, photographs, etc.) on the City Network. Accuracy of the content and retention of the content, as required by Florida Public Records Law, is the responsibility of the originating and/or receiving department and/or end-user.
4. All original and draft digital files considered "public record", as defined by the Florida Public Records Law, such as, but not limited to, City documents, databases, forms, images, photographs and other work products must be stored on the City Network. Backup media, off-line historical media, electronic devices used for the collection of original source data, cloud-based file transfers, cloud based storage, cloud based backup sites, stand-alone computing devices and any other off City Network electronic storage mechanism may be used for electronic storage only if authorized in an approved, written City and/or Department Standard Operating Procedure (SOP) that is acknowledged by the IT Director's signature. Exceptions for original and draft electronic storage will be considered via written request to be approved by the affected Department Director and City Clerk.
5. At no time is an employee authorized to utilize any type of device, such as, but not limited to, notebooks, tablets and/or cellular phones, while driving a vehicle for City business unless authorized by a written Departmental Standard Operation Procedure approved by the Department's Director.
6. Departments must maintain authorizations for all copyrighted digital materials, such as sounds, images, and graphics, that are electronically stored on the City Network. Storage of non-authorized copyrighted digital material is prohibited on the City Network and any City device.
7. Deployment, re-location, and removal of all City technology shall be managed by the IT Department on a project-by-project basis.
8. The IT Department will maintain an inventory of all hardware, software, and third-party services that are used for City business. This inventory may contain information that includes, but is not limited to, product name, product version/model, product description, manufacturer, purchase date, number of licenses, etc. Technology contained in this inventory has been vetted for City Network compatibility, security, and licensing requirements. Desired functionality of the technology is not guaranteed.
9. The City shall not be responsible for the loss of personal data stored on any City device or personal device.

### **Acquisitions**

All technology related acquisitions, including donations, must be reviewed and approved by the IT Director in advance of placing the order or accepting the technology. This includes, but is not limited to, the purchase of hardware, software, peripherals, upgrades, licenses, data circuits, telephone lines, cellular phones, telephones, software as a service, outsourcing and data sharing.

1. The following criteria will be considered when determining the appropriateness of a technology related acquisition as it pertains to the intending use of the technology:
  - a) Initial and ongoing training requirements.
  - b) Compatibility and adherence to City policies, standards, and Strategic Plan initiatives.
  - c) Maintenance, repair and support requirements.

- d) Cost benefit relationship, inclusive of the “total cost of ownership”.
  - e) Security.
  - f) Availability of alternative solutions.
  - g) User License Agreement legal review.
  - h) Budgetary constraints; and
  - i) Other considerations related to City-wide goals, policies, or benefits.
2. All technology related acquisitions will be deployed only for their approved, intended use. Any change of use for the deployed technology must be approved by the IT Director before any changes occur.
  3. All City technology being replaced or retired will be returned to the IT Department for appropriate disposal. Replaced and retired technology is not eligible for redeployment without the approval of the IT Director. Technology will be disposed of in accordance with the City’s surplus property disposal process and/or the applicable acquiring grantor guidelines.
  4. All technology assigned to a position that has been eliminated from the City’s Compensation Administration and Pay Plan and/or by budget shall be returned to the IT Department. If the technology’s useful life is within the City’s current defined life-cycle period, the technology may be redeployed upon a department justification and IT Director approval.

### **Software**

The City obtains software from a variety of providers that have licensing agreements unique to their business and distribution model. Samples of the different types of licensing agreements are copyrighted, Open-Source General Public License, public domain software, software available from electronic bulletin boards, freeware, shareware, and privately developed software. The City will adhere to the licensing agreements for each unique software component utilized on the City Network.

1. Software may be purchased, loaned, leased, rented, sub-licensed, or sold upon written authorization of the IT Director.
2. Gaming software, software used for games or software resembling entertainment activities, shall not be installed on a City device without the authorization of the IT Director. Any business application software, or operating system software acquired and installed on a City device which has such games or entertainment system activities bundled with the software, shall have the games removed, if possible, from the device.
3. Software developed by City staff for use by the City shall become the sole property of the City. Employees shall not have marketing or proprietary rights to software developed for City use.
4. All software licenses, system documentation, original user documentation and source media will be retained, by the IT Department, when available. Once software has been decommissioned the retained materials and content created by software will be archived for retention in accordance with Florida Public Record Law. There is no guarantee the software and/or its associated content can be re-activated to its original state or its state at time of removal.
5. Software shall be installed onto City devices by authorized IT personnel or by non-IT personnel with written approval of the IT Director. City licensed software may be installed on non-City devices upon written approval of the IT Director.
6. The IT Director reserves the right, after approval and/or direction from the IT Governance Committee, to remove any installed software from a City device that:
  - a) Does not provide a business value to the City;
  - b) Is in violation of any licensing agreement.
7. City software licensed to a City device may be transferred to a different City device upon written authorization of the IT Director.

8. Software may be copied by IT personnel only. IT personnel may only copy software for the purpose of backup and/or recovery or as may be required pursuant to applicable law or court order.
9. Software demonstration or trial products may be installed on a City device for evaluation purposes with prior, written approval from the IT Director. Once a decision has been made regarding the product's acquisition, the demonstration or trial software shall be removed from all City devices unless or until all applicable licenses have been purchased or acquired.

### **Security**

The City shall maintain physical, cyber and virtual security for all City technology and reserves the right to employ commercially available products, services, and practices, proprietary and/or open source, to protect itself from the undesirable effects of spam, viruses, malware, ransomware, and/or data breaches in order to preserve data integrity and secure the City Network.

1. User access to and deletion from the City Network, and/or access to software applications must be requested using the IT Computer User Form. The form must be accurately completed, properly signed, and submitted to the IT Department for processing. Depending on access requirements, additional licensing may be required which will be charged to the employee's department. Access to the City's Network and/or City software applications without prior authorization is prohibited.
2. Any change in an employee's status with the City, such as hiring, termination, promotion, demotion, job classification, or title, requires the employee's immediate supervisor or division operational manager to immediately submit an updated IT Computer User Form identifying the access changes to the City Network, access to software applications, title change, and/or employment status.
3. Every employee granted access to the City Network shall establish his/her own unique password. His/her user ID will be established by the IT Department. Users who are granted access to software applications or functions requiring an additional login, may be required to establish a unique password for each login.
4. Computer passwords must be at least eight characters in length, must contain upper- and lower-case letters, numbers, cannot be a dictionary word and must be acceptable to the City Network password algorithm criteria. IT reserves the right to set remote computer passwords to a different configuration or format in order to maintain secure access integrity. Computer passwords shall not be kept in locations that are accessible to other individuals. Computer passwords may be shared with the employee's Department Director approval when the employee whose password is to be shared is not available to login. In the event a director approves the sharing of an employee's computer password with another employee, the Director must immediately notify IT Customer Service for recording of the parties involved. Once the purpose of sharing an employee's password has ended, the employee whose password was shared must change his/her password. Passwords may be shared with IT personnel without the Department Director's approval for the purpose of assisting with establishment of an employee's password and for the resolution of technical problems. The IT Department does not record passwords and does not maintain a list of user passwords.
5. Employees may not leave a City device or a personal device (i.e., thin client terminal, workstation, tablet, cellular device or PC) unsecured once they have initiated a session on the City Network. The active session must be logged out or the screen locked. Any activity performed on a City device or a personal device that has an active session will be the responsibility of the employee associated with the login used to initiate the session. Employees are strongly encouraged to log out of all active session(s) at the end of their

workday in order to prevent data loss and/or corruption. Data loss and/or corruption due to failure to log off may be scheduled for recovery as time allows.

6. All City facility areas that contain City Network infrastructure shall remain secure at all times, requiring a key and/or use of a City badge for access. Access to these areas by any employee, vendor, or third party, requires IT Director approval. Anyone accessing areas containing City Network infrastructure who do not have approved access shall be accompanied by a City employee who has been granted access.
7. Each Department Director must ensure that any file such as, but is not limited to, a document, spreadsheet, presentation, and/or file containing data used in their department and maintained on the City Network that is password protected is accessible in the event the content must be retrieved.
8. Each Department Director must ensure that any Cloud hosted (off City Network) City business functions utilized by their department requiring a login/password is accessible in the event the content must be retrieved.
9. Data backups shall be executed on a predetermined schedule established by the IT Department. One backup media set (i.e., physical magnetic media, thumb drives, cloud storage, remote backup site) shall be maintained off premises at least three miles from the current data center location. Data backups are for recovery purposes only and not for record retention.
10. The IT Department monitors many functions on the City Network and may maintain several types of user, network, security, key stroke and system activity logs. Audits by IT Department personnel of these activity logs will be performed at random intervals to verify requirements, compliance with City policies, applicable laws, regulations and third-party security compliance. Access to these activity logs is subject to disclosure at any time, with or without notice to the employee(s), for purposes of quality assurance, compliance with applicable law, and management requests. Compliance violations and/or unusual network activity will be reported to the appropriate authorities. Archival periods for these activity logs will be governed by an IT Department SOP.
11. Data encryption will be deployed as required by federal, state, and local statutes, third party regulatory policies, and as the City deems necessary. This applies to all sensitive data, and optionally non-sensitive data, at rest and in transit.
12. Security requirements will be deployed for business processes impacted by regulatory policies such as, but not limited to, the Payment Card Industry Data Security Standard (PCI DSS) and the Health Insurance Portability and Accountability Act (HIPAA) when that business process is implemented within the City.
13. To protect sensitive information, the City reserves the right to sequester any technology device, included but not limited to cell phones, cameras, tablets, monitoring equipment, notebooks, etc., upon entry into identified restricted areas by the person in control of the device. All sequestered devices will be returned upon leaving the restricted areas.
14. Using technology devices to make audio recording of any City business is forbidden unless an audible approval from each participant is recorded at the beginning of the recording. This does not apply to activities that have been predetermined to be a televised event, a public meeting, public safety activities covered by federal, state and/or local statutes/regulatory policies and/or by court order.
15. City network users are required to report any and all error messages that pertain to virus intrusions, malware, suspicious network activity and/or breaches of the City Network to the IT Security Administrator immediately.

16. The IT Department's Incident Response SOP will govern the procedures applicable to all investigations into City Network security breaches and Cyber security situations.
17. The IT Department shall maintain a technology disaster recovery plan and/or a continuity of operations plan, which addresses the aspects of loss prevention, mitigation and recovery in order minimize disruption to City business operations., This plan will be considered an IT Department SOP applicable during weather related, terrorism and/or man-made incidents.
18. The City may offer public wireless access to the Internet for employees and visitors. This public access is governed by the terms and conditions agreed to by the user during wireless access initialization. The City reserves the right to restrict functionality and block websites at its sole discretion. Device registration may be required.
19. The City reserves the right to define the remote access device connection methodology to the City Network. Methodologies may be all inclusive, specific for device, specific to the software application, the use of mobile apps/clients, virtual private networks, mobile clients, Radius Server, user IDs and password, device authentication, two factor authentication or any combination thereof, to ensure appropriate security protections are in place and maintained. Some functions of the remote device may be restricted during active sessions with the City Network.
20. An active session between any network end point device and the City Network may be terminated for detection of suspicious activity and/or a predetermined period of inactivity.
21. Users are responsible for ensuring that they are authorized for to utilize all connectivity components to create a remote access connection to the City Network.
22. The City reserves the right to implement and utilize profiles (i.e., user, application, data access, etc.) to allow and restrict users and/or devices to perform certain functions to ensure appropriate access on the City Network.
23. The loss or theft of any City device or personal device being used for City business shall be immediately reported to the City's IT Security Administrator by the employee assigned to or the owner of the device.
24. The City reserves the right to implement mobile device management, remote access management, application access management and/or any other mobile management technologies in order to maintain, secure and monitor City business on a City device and the City business components installed on a personal device. These technologies may allow for the execution of remote wipe technology in order to remove City data and/or software from the device in the event the device is lost or stolen.

### **Electronic Messages**

Sending electronic messages, such as, but not limited to, e-mail, instant messaging or text messages, is a very powerful communication tool and shall be governed by guidelines pertaining to purpose, brevity, and content of messages as provided herein. Employees must be aware that deletion of electronic message will not always be possible from all systems or electronic storage. An electronic message processed through the City Network is not considered private, regardless of the content of origin of the message. All electronic messages used to conduct City business are public records governed by Florida Public Records Law and, as such, may be open to examination by the public, including the news media or any City official. Electronic messages processed through the City Network are the property of the City and are subject to monitoring and disclosure at any time, with or without notice, for purposes of quality assurance, public records law compliance, management requests, and to determine compliance with City policies. City business performed via electronic messaging shall be performed using an authorized City electronic messaging system with

an exception for personal technology usage as defined in section Personal Technology Devices (BYOD).

**There should be no expectation of privacy by the sender or recipient of any electronic messages processed through City-owned electronic messaging system.**

1. Electronic messaging is granted based on the employee's need to perform City business.
2. Information exempted from Florida's Public Records Laws, such as medical reports, public safety data, Social Security Numbers, any kind of password, etc., shall not be sent through electronic messages because confidentiality cannot be assured.
3. IT staff will review electronic messages, if possible, and review electronic message usage to determine compliance with City policies. Review activities include, but are not limited to, random audits of an employee's electronic message usage, or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform an employee's Department Director of violations and/or unusual activity.
4. Employees may send City business related electronic message to any individual, team or group within or outside of the City, but, not to all employees. The City Manager determines which employees in the Administration Department, Human Resources Department and IT Department have additional authority to send electronic messages to all employees in the City.
5. Personal electronic messages, when created or received using a City authorized electronic messaging system are not classified as public record. If a public records request is made, the City may release nonpublic records as long as the content is not exempt from public records as per Florida Public Records Law. The City's authorized electronic messaging systems are intended for City business use.
6. Non-City related solicitations on an authorized City messaging system for personal items for sale, lost and found, etc., or distribution of information pertaining to charities and business opportunities must be approved by the City Manager prior to transmission of the message. Approved solicitations must have contact information that is directed to the solicitors' personal contact information only.
7. The City reserves the right to automatically archive all electronic messages sent on a City messaging system, when possible, for the purpose of data recovery. The archived period for electronic messages will be defined by an IT Department SOP. It is the responsibility of the electronic message user to maintain the electronic message for the appropriate retention period based on its content, as defined by Florida Statutes and in accordance with the State of Florida records retention schedule.
8. The City may implement quotas for storage size, number of emails, attachment size, etc., on any of the City's electronic messaging systems. When an electronic messaging user exceeds their allocated quota, the electronic messaging user will not be able to perform certain electronic messaging functions. The electronic messaging system will alert the user when quota has been exceeded. It is the responsibility of the user to maintain his/her electronic messaging account in a manner that will allow for proper performance of City business via electronic messaging.
9. There may be times when an employee, as part of his/her job duties, needs to send or receive electronic messages that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation of the City's Social Media Policy. Prior to engaging in this type of activity, the employee should ensure an appropriate viewing location is provided and appropriate record keeping is maintained.
10. The City reserves the right to deploy electronic message blocking technology in order to minimize the impact of spam, malware, ransomware, and viruses. This technology is subject



to schema changes that may allow some spam to pass through and block legitimate electronic messages. Users should contact IT Customer Service with their electronic messaging issues.

### **Internet Usage**

Employees will be granted access to the Internet to perform City-related research, perform approved off City network business processes and obtain information related to assigned job functions upon approval of the employee's Department Director via the IT Computer User Form.

1. All Internet activities on the City Network are open to examination by the public, the news media, or any City official in accordance with Florida Public Record Law. Internet sites accessed, including "non-business" sites, are subject to review and disclosure at any time, with or without notice, for purposes of quality assurance, responding to public records requests, management requests, and to determine compliance with City policies and procedures.
2. Should an employee accidentally view an inappropriate site, the employee must immediately notify his/her direct supervisor and the IT Director with the date and time of the accidental viewing along with the URL of the site, if it is available.
3. There may be times when an employee, as part of his/her job duties, needs to view Internet sites that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation for the City's Social Media Policy. Prior to engaging in this type of activity, the employee should ensure an appropriate viewing location is provided and appropriate record keeping is maintained.
4. The City may provide Internet access via Cyber Café terminals for City employee use for non-business purposes.
5. Active Internet sessions that create negative effects on the City network may result in the session being terminated by IT. The City reserves the right to monitor, review, and/or log these sessions.
6. The City reserves the right to deploy website blocking technology. Users should contact IT Customer Service with issues regarding blocked websites.
7. IT staff will review Internet activity to determine compliance with the City policies. Review activities include, but are not limited to, random audits of an employee's Internet activity or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform an employee's Department Director of violations and/or unusual activity.

### **Telecommunications**

City provided telecommunications equipment, both land line and cellular, is provided based on an employee's job duties. Telecommunications equipment is considered computer technology and should be treated as any other computer technology device as defined in this policy. Use of telecommunications equipment is intended for City business. The City reserves the right to collect all actual charges incurred for personal use of City telecommunications equipment from the employee incurring such charges.

The following considerations should be used to determine the type of cellular device that best suits the usage in an employee's job duties:

#### **Basic Cell Phone**

1. Provides only incoming and outgoing voice phone calls
2. Can receive emergency text messages.

#### **Smartphone**

1. Provides incoming and outgoing voice phone calls.

2. A mobile App is required for field use.
3. Photographs are required to be taken, sent and/or received.
4. Sending and receiving of City business text messages.

All City smartphones will have text message capture activated.

**Personal Technology Devices**

The City recognizes that employees may choose to use their own personal devices (i.e., cellular phones, notebooks, tablets, desktop computers, etc.). In order to perform City related business activities and has created the following policies to address such. The use of personal device for City business is voluntary. The City expects each Department to establish SOP's, which do not supersede this policy, for the use of personal devices for City related business and personal use for their department.

1. The following chart identifies, by position classification, employees who are eligible to participate in the City's BYOD program:

<b>Position Classification</b>	<b>BYOD Eligible</b>	<b>BYOD Stipend Eligible</b>
Legislative	Eligible for BYOD	No
Executive Management	Eligible for BYOD, required use of personal smartphone	No
Operational Management	Eligible for BYOD	For smartphone only
Professional / Technical	Eligible for BYOD	For smartphone only
Temporary	Not eligible for BYOD	No
Variable	Not eligible for BYOD	No
CWA	Not eligible for BYOD	No
PBA	Not eligible for BYOD	No
PBA-Supervisory Unit – Police Lieutenant only	For personal smartphone usage only	For smartphone only
IAFF	Not eligible for BYOD	No
IAFF – Supervisory Unit -Assistant Fire Chief -District Fire Chief	For personal smartphone usage only	For smartphone only

2. Use of employee personal devices for City business is allowed provided the usage is in accordance with this policy and the employee has written approval of his/her Department Director. This usage is considered a voluntary preference and will not automatically constitute a financial liability or responsibility (i.e., stipend, allowance, reimbursement for cost incurred, etc.) for the City. Department Directors should consider the impact of employee initiated City computer network access and/or City business telecommunications by an off-duty non-exempt employee, including infrequent and incidental access, as this may result in over-time compensation.
3. The City reserves the right to not allow the use of an employee's personal device for City business in instances that include, but are limited to, when an employee is on-call or on standby, or where regulatory issues are involved.
4. The City reserves the right to restrict access to the City Network via any personal device.
5. Employees choosing to use personal devices that require City software licenses to be activated on their personal device(s) must register their device with the IT Department.

6. The City does not warrant that all personal devices are usable on the City Network for City business nor does it warrant that all functionality of a particular software product is available on all personal devices. Personal devices and associated software will be vetted by the IT Department for satisfactory user experience, connectivity and security as IT resources are available.
7. Each employee shall be responsible for purchasing and maintaining his/her own personal device and the device's communications configuration connection. Support from the City's IT Department for personal devices is restricted to the City software installed on the device. Conflicts between City software installed on a personal device and personal software on the same device are the responsibility of the employee. City IT Department staff may assist the employee in determining the nature of the conflict during normal IT business hours.
8. The City utilizes various industry standard best practices to secure the City Network and data. The obligation to utilize these same industry standard best practices when personal devices interface with the City Network extends to each employee utilizing such a device. Therefore, an employee is obligated to maintain appropriate licensing for their personal software used in generating documents, work products and access rights, the device must have active and up-to-date computer operating system, active and up-to-date virus/spyware/malware protection, and firewalls activated, if available, and the employee must implement password and/or screen lock features and must use the City's approved software for remote access to the City Network.
9. The use of City software on an employee's personal device may require different passwords than the ones used to access the City Network from City devices.
10. The City shall not be responsible for damages to the employee's personal device for any reason or if the personal device is lost or stolen, except when the City's responsibility for damages is addressed by an employment agreement or union contract. The IT Department may not provide a temporary City device in the event an employee's personal device becomes inoperable or is lost or stolen.
11. The City shall not be responsible for loss of or changes in work product that may occur during transfer of work product from software on the employee's personal device to a City approved format on the City Network.
12. Any file copied or moved from a personal device to the City Network shall be accomplished via electronic messages or through another IT Department approved file transfer method. A copied or moved file that is blocked by a spam/virus filter due to the presence of a virus or other file defect shall be the sole responsibility of the employee.
13. Sending a City business text message from a personal cellular telephone shall be transitory in nature, as per Florida Public Records Law. Receipt of a non-transitory City Business text message on a personal cellular telephone shall be captured by the user and retained on the City network.
14. A personal device used for City business is not considered part of the City Network as it pertains to public records storage. Use of a personal device to conduct City business shall not relieve an employee on his/her obligation to store all original work products on the City Network and in the City approved format. A list of acceptable file formats shall be maintained by the City Clerk's Office.
15. Any employee choosing to use their personal technology device(s) in the performance of City related work product generation, including electronic messaging using a non-City electronic messaging system, does so with the understanding that his/her personal technology device may be subject to review, inspection, and/or discovery under the Florida Public Records Law. Public records requests for City related information that may be stored on an employee's

personal technology device is the responsibility of the employee, including any associated cost to review and/or retrieve such information/data.

16. Personal devices that are authorized for remote access to the City Network shall maintain a device user ID and password unique to the employee's use of that personal device. The virtual private network and/or the remote access client must be tied to the employee's personal device user ID and password and must not be available to any other user of the personal device. The employee shall not allow access to the City Network via the employee's personal device to any other person for any reason. The employee shall be held accountable for inappropriate access to the City Network through use of their personal device.
17. The employee agrees, upon acceptance of this Policy, that remote wipe technology may be used to remove City data and/or City software from their personal device if it is used for City business, if applicable.
18. Upon employee separation from the City, the employee shall relinquish to the City's IT Department, all City software licenses, and City data used and/or stored on their devices used for City business. The employee agrees to remove said licensed products and data from their device immediately upon separation from the City.
19. At no time shall City data and/or software maintained on a personal device be backed up, copied to off-device storage, synchronized with another personal device or City device, or a copy maintained in any type of Cloud storage or transfer service unless approved, in writing, by the IT Director and City Clerk.
20. Personal use of the employee's personal device during the employee's business hours should be minimal.
21. When an employee is authorized to utilize a personal device instead of the City device, the issued City device shall be returned to the IT Department.
22. When a City cellular telephone has been issued to an employee to be used to perform functions of his/her job duties, the City cellular telephone shall be used by the employee to perform said functions. City issued cellular telephones shall not be forwarded to a personal cellular telephone or another City cellular telephone without written approval of the employee's Department Director and the IT Director.
23. The City may, at City Manager's discretion, provide a stipend, as defined below, for the use of a personal cellular telephone (smartphone) for City business to eligible City employees as per the chart in item 1 of this section. The stipend will be charged to the employee's Department communications account. There is an expectation by the City Executive Management (EM) employees utilize their personal cellular telephone (smartphone) for City business.
  - a). Cellular Voice/Data Service via a Smartphone – Should an employee be deemed eligible, by his/her Department Director or designee, to receive a City cellular telephone (smartphone) and where the employee would rather use his/her personal cellular telephone (smartphone) to conduct City business, the employee may use his/her personal cellular telephone (smartphone). A maximum stipend of twenty-five dollars (\$25.00) may be paid to the employee in his/her biweekly payroll check for the use of his/her personal cellular telephone (smartphone). This stipend is inclusive of all costs associated with acquisition and use of the phone, which includes, but is not limited to, the voice service plan, long distance charges, roaming charges, overage charges, protective covers, taxes, government charges, surcharges and carrying cases. The City reserves the right to publish the personal cellular telephone (smartphone) number for which the employee receives a stipend for use of his/her personal cellular telephone (smartphone).

- b). On case-by-case basis, at the discretion of the City Manager, when an extra-ordinary expense is incurred by an employee who is using his/her personal cellular telephone (smartphone) for City business and does not receive a stipend for personal cellular telephone (smartphone) usage, the employee may be reimbursed by the City for actual expenses incurred. This is intended for infrequent and isolated situations and is not meant for regular reimbursement for use of a personal cellular telephone (smartphone) for City business or the damage/loss of personal cellular telephone (smartphone). The reimbursement will be charged to the employee's Department communications budget.
- c). During emergency operations, as declared by the City Manager or the Fire Chief or the Deputy Fire Chief/Emergency Management Coordinator, the City may allow actual cost reimbursement for the use of a personal cellular telephone (smartphone) that is used for City business during the declared emergency for staff who do not receive a stipend for personal cellular telephone usage. If reimbursement is allowed, details of the City business use and expenses must be provided as part of the reimbursement request. The City reserves the right to deny a reimbursement request if the City determines the use and/or the expense is unreasonable or does not warrant reimbursement.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Extended Technology Support Hours</b>	<b>Policy Number:</b> T-17-01
<b>Policy Manager:</b> Information Technology Department		
<b>Effective Date:</b> October 1, 2017		<b>Preceding Policy Date:</b> N/A

### **SCOPE AND PURPOSE**

The purpose of this policy is to establish a Citywide standard Level of Service (LoS) for mission critical technology support for all City Departments that have regular working hours outside of the established City business hours of Monday through Friday, 8:00 AM to 5:00 PM.

### **PROCEDURE**

Various types of technology support will be available on weekends, holidays and weeknights as defined by this policy.

#### **EXTENDED TECHNOLOGY SUPPORT HOURS**

The extended support hours are defined as:

1. Weeknight – starting at 5:00PM and ending at 8:00AM the next morning from Sunday evening to Friday morning.
2. Weekend – starting at 5:00PM on Friday evening continuing through 5:00 PM Sunday evening.
3. Holiday – starting at 8:00AM on the first day of the official declared City holiday continuing through 5:00PM of the last consecutive day of the official declared City holiday.
4. Consecutive Weekend/Holiday – starting at 5:00PM of the last established City business day prior to the combined weekend/holiday period continuing through 5:00PM of the last consecutive day of the combined weekend/holiday.

#### **CUSTOMER DEPARTMENT LIAISON**

Each City Department will designate an Operational Manager as the customer liaison dedicated for each shift for initial contact with the afterhours On Call IT staff person. In the event of a customer liaison change, the new liaison needs to be communicated to IT prior to the beginning of the next extended support hours period in order to qualify for using the On Call process. The On Call number needs to remain confidential to that role.

This liaison will be responsible for:

1. determining if the issue is qualified, whether it falls within the scope of this policy, and
2. contacting the On Call IT staff member.

## **WEEKNIGHT EXTENDED TECHNOLOGY SUPPORT**

On Call IT staff are not operational for Extended Technology Support for weeknights. Customer Department Liaisons can use the On Call number for the specific service areas addressed below:

### ***Police Specific:***

1. Non-operational software for CAD (Computer Aided Dispatch) and RMS (Records Management System). Customer Department Liaison needs to obtain a software vendor problem/issue/ticket number prior to calling the On Call Support number.

## **WEEKEND, HOLIDAY, AND WEEKEND/HOLIDAY EXTENDED TECHNOLOGY SUPPORT**

On Call IT staff are operational for Extended Technology Support for the specific service areas addressed below:

### ***All Departments:***

1. The City's telephone system is not operational, or a significant portion of the City's telephone system is not operational. Inoperable desktop phones and standalone telephone circuits do not qualify for extended support.
2. The City network is not functional and/or connectivity to the City network cannot be established. City workstations, laptops, PCs, printers and/or personal technology equipment may or may not qualify as determined by On Call IT staff.
3. The City's access badge system is not operational citywide and/or for an entire building. Non-operation single door situations may or may not qualify as determined by On Call IT staff.
4. The City's email system is not operational. Limited to access from thin client workstations. Remote access may or may not qualify as determined by On Call IT staff.

### ***Police Specific:***

1. Non-operational software for CAD (Computer Aided Dispatch) and RMS (Records Management System). Customer Department Liaison needs to obtain a software vendor problem/issue/ticket number prior to calling the On Call IT staff person.
2. System failure for permanently mounted computers in response vehicles.

### ***Fire Rescue Specific:***

1. System failure for permanently mounted computers in response vehicles.

### ***Recreation, Parks, and Arts Specific:***

1. Non-operational RecTrac Connectivity through the City network.

### ***Public Works Specific:***

1. Non-operational GASBOY software for the fleet system.

### ***Environmental Services Specific:***

1. Non-operational WAMS software.
2. Non-operational VUEWorks software.

On Call IT staff will respond to the initial call for service within 15 minutes. The Customer Department Liaison and the On Call IT staff member will review the issue being reported determining whether the issue falls within one of three categories:

1. Does not qualify for extended support. A support issue will be entered into the IT Portal and addressed on the City's next normal business day.
2. Qualifies for extended support and is able to be addressed by On Call IT staff member.
3. Qualifies for extended support and requires expertise by other IT staff who are not on Stand By and may or may not be available.

Should multiple incidents occur while the On Call IT staff member is responding to an incident, the subsequent incident(s) will be scheduled based on criticality of the problem. Periodic updates will be made to the pending Customer Department Liaison as to the status of their issue.

Please note: The On Call IT staff member will not have the skills, knowledge and abilities to resolve every qualifying problem/issue that may occur. There is no guarantee of problem/issue resolution during the weeknight/weekend/holiday period, as appropriate staff, supplies, and spare parts or units may not be available. LoS is restricted to Initial response times between IT staff and the Customer Department Liaison.

### **COMPENSATION FOR IT STAFF SUPPORTING THE EXTENDED TECHNOLOGY SUPPORT**

On Call IT staff member

1. The On Call IT staff member will be paid their regular hourly rate for three (3) hours per 24-hour period, or any fraction of a 24 hour period as On Call pay.
2. If the incident(s) total resolution time is less than or equal to three (3) hours, the On Call IT staff member will receive no additional compensation beyond their three hours of On Call pay.
3. If the incident(s) total resolution time is greater than three (3) hours, the On Call IT staff member will be paid 1.5 times their regular hourly wage for any time exceeding the first three (3) hours (rounded up, in 30-minute intervals). No additional pay will be received for work performed during the City's normal business hours.

#### ***IT staff member not On Call***

1. If time spent on incident resolution is less than or equal to one (1) hour, the IT staff member not On Call can flex out the time during City normal business hours. This must be taken within five (5) working days of occurrence.
2. If time spent on incident resolution is over one (1) hour, the IT staff member not On Call will be paid their regular hourly wage for all hours spent on the incident resolution (rounded up, in 30-minute intervals). No additional pay will be received for work performed during the City's normal business hours.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Technology Governance Committee (TGC) Charter</b>
	<b>Policy Number:</b> T-17-02
<b>Policy Manager:</b> Information Technology / Administration	
<b>Effective Date:</b> July 1, 2020	<b>Preceding Policy Date:</b> N/A

### **POLICY**

Technology governance is the process that ensures the effective and efficient use of technology in enabling the City to achieved its strategic goals.

### **PROCEDURE**

#### Purpose and Authority

To make policy decisions on the use, management, and integrity of information (data) and technology (applications and equipment) across its life cycle with a focus on improving City services, supporting the organization’s mission and goals, providing value, operational efficiency for business processes, standardization, minimizing risk, and ultimately eliminate siloed approaches to information management.

#### Responsibilities, Roles and Duties

The Information Technology Director will serve in the role of Chair of the TGC. Each remaining TGC member will alternate in the role of Vice-Chair.

#### Committee Duration

The Technology Governance Committee has been established by the City Manager.

#### Membership and Structure

The six voting members of TGC will be comprised of the following positions:

- Assistant City Manager
- Performance and Budget Director
- Communications and Engagement Director
- Finance Director
- Human Resources Director
- Engineering Services Director

In the event of a tie, the IT Director (Chair) will act as the tie breaking vote.

#### Meetings and Agenda

The TGC will convene on an as needed basis, but must have a minimum of four meetings each fiscal year. The Chair will be responsible for both agenda management as well as meeting scheduling and facilitation. Calendar invitations will be sent no less than five (5) working days in advance of the

scheduled date. Each meeting will have a prepared Agenda, to include the previous meeting minutes and/or supporting documents for agenda topics.

#### Quorum and Voting

A quorum shall consist of four (4) of the six (6) voting members. A majority vote is necessary to take action on an agenda item.

#### Reporting

All reporting will be done via approved meeting minutes. Distribution of approved meeting minutes shall be done via the City email system and include the Technology Governance Committee members.

#### Steering Committees and Working Groups

There are several enterprise software Steering Committees in the City, which will make recommendations for items to be considered by the TGC. Examples of existing Committees include:

- Microsoft Migration Project Steering Committee
- ERP Steering Committee
- GIS Steering Committee
- Land Management Steering Committee
- Public Safety Software Steering Committee

The TGC also has authority to establish temporary sub-committees or working groups. Each will have a written, stated purpose, defined duration, and will be tasked with researching a single topic. A written report will be prepared and presented at a subsequent TGC meeting upon conclusion. The report will become part of the Technology Governance Committee meeting minutes.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> <b>Cybersecurity Awareness and Training Program</b>	<b>Policy Number:</b> T-20-10
<b>Policy Manager:</b> Information Technology	
<b>Effective Date:</b> May 1, 2020	<b>Preceding Policy Date:</b> 05/01/2020

**PURPOSE**

Cybersecurity is the top priority for our organization as a whole and is everyone’s responsibility. We must work together to keep the City’s digital data safe and accurate. This will be accomplished by maintaining a strong Cybersecurity technical framework and working with City leadership to provide education, training, and testing to help staff learn how to spot and defend against those attempting to compromise our data and/or our computer systems.

**DEFINITIONS**

**Cybersecurity** is the protection of Internet-connected systems, including hardware, software and data, from Cyber-attacks and unauthorized access.

**Awareness** implies a basic level of understanding about a broad range of information security matters. Awareness tends to be delivered by multiple communications methods such as seminars, case studies, written briefings, reference materials, posters and conversations.

**Training** implies more narrowly focused and detailed attention to one or more specific topics. Training tends to be delivered through classroom or online courses.

**POLICY**

Technical controls are a vital part of the City’s information security framework and are not in themselves sufficient to secure all the City’s digital information assets. Effective Cybersecurity requires the awareness and proactive support of all City staff, supplementing and making full use of the technical security controls. The City’s information, data, and computer network is only as strong as each individual’s ability to effectively identify and defend against unauthorized attempts to compromise our systems.

The implementation of a Cybersecurity awareness and training program is intended to give City employees a working understanding of basic Cybersecurity principles and precautions. This training prepares individuals to recognize and prevent falling victim to hacking attempts, Phishing, and Malware infections. It will also assist with recognizing situations and/or behaviors that might compromise both their personal information and/or City data.

This policy applies to all employees who have a City network account, a City email account and/or utilize a City computer to perform their job functions. This policy also applies to third-party employees and vendors working for the organization to comply with our information security policies.

All new qualifying employees must complete their initial Cybersecurity awareness training within two weeks of the time of their account creation as part of their required on-boarding. Employees with access to sensitive data and/or critical systems may be required to complete additional Cybersecurity awareness training commensurate with their job responsibilities. Participation in Cybersecurity awareness training is required for users in order to maintain access to the City network and City email.

Department Directors are responsible for ensuring department staff and other workers within their remit complete the required Cybersecurity awareness training and educational activities within the prescribed time frame. Directors will be provided periodic snapshot reports on their staff's training completion status.

A minimum of one Cybersecurity awareness training course will be offered each year in October, to coincide with National Cybersecurity Awareness Month and employees will be given a three (3) week time frame in which to complete the training.

If the individual does not complete the Cybersecurity awareness training within the prescribed time frame, the employee, their supervisor, and their director will be contacted indicating that the employee has not satisfactorily completed the training. Repeated failure to comply will result in disciplinary action consistent with the City's Code of Conduct.

Employees will receive random Cybersecurity awareness exercises to help solidify the concepts learned in the Cybersecurity awareness training program. The analysis of the exercises will determine the effectiveness of the Cybersecurity awareness training. Should an employee fall victim to one or more of these exercises (Phishing campaign) within a 6-month period, the following corrective actions will apply:

<b>Number of Times Falling Victim</b>	<b>1</b>	<b>2</b>	<b>3</b>
Employee Redirected to Web page Revealing the Phish Results	X	X	X
Supervisor & Director Notification & Employee Coaching	X	X	X
Additional Online Security Awareness Training	X	X	
Department On-Site Training in Coordination with IT Department		X	
Code of Conduct Initiated (Safety Violation)			X

At the end of each Phishing campaign, a success report will be provided to Department Directors.

Resources for learning more about Cybersecurity can be found at [TeamLargo.com/security](http://TeamLargo.com/security).

## Vehicle Policies

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
<b>Policy:</b> CDL Pre-Trip Inspections	<b>Policy Number:</b> V-01-01
<b>Policy Manager:</b> Public Works	
<b>Effective Date:</b> May 1, 2004	<b>Preceding Policy Date:</b> 03/18/1998

### POLICY

All City of Largo vehicles requiring the operator to have a Commercial Driver's License (CDL) must have a Pre-trip Inspection Form properly completed before being operated. All discrepancies noted on this inspection form must be coordinated for repairs by Fleet Management. All operators and their supervisors are responsible for ensuring that each vehicle having safety discrepancies during any inspection must be repaired **before** the vehicle is operated on the public highways. Adherence to this policy is the responsibility of all personnel having a Commercial Driver's License within the City of Largo.

### PROCEDURE

Prior to each pre-inspection of a vehicle, the supervisor responsible for the CDL operator must ensure that he/she has a City of Largo Pre-trip Inspection Form. Each operator is responsible for completing the form and noting all discrepancies before operating the vehicle.

All safety discrepancies noted on the inspection form require the operator to notify his/her supervisor that the vehicle is dead lined until the discrepancies have been repaired. It is then the responsibility of the supervisor to make arrangements with Fleet Management to have the vehicle repaired. This will require the supervisor to coordinate these repairs through the Fleet Services Coordinator at Fleet Management. Under no conditions will a supervisor grant permission for a vehicle with safety discrepancies to be operated upon the public highways.

If no safety discrepancies are noted during the pre-trip inspection, the operator will place the Pre-trip Inspection Form in the vehicle during operation and have it available in case special agents of the Federal Highway Administration stop and inspect the vehicle while on the highway.

It is the responsibility of the operator to make notes during the operation of the vehicle of any maintenance discrepancies that arise during the operation. If safety discrepancies develop during operation, the vehicle is to be stopped and his/her supervisor notified at that time. The supervisor is then required to notify the Fleet Services Coordinator at Fleet Management of the location of the vehicle and the safety discrepancy. If this occurs on the weekend, the mechanic on call must be notified by the supervisor.

At the end of a normal operation of a vehicle, a post-trip inspection must be performed by the operator, and any maintenance discrepancies must be noted on the Pre-trip Inspection Form. All the information on this form is to be completed and signed off by the operator. The operator is then required to turn in the completed form to his/her supervisor at that time.

The supervisor is required to ensure that the form has been completed correctly and that the yellow copy is forwarded to Fleet Management.

Fleet Management will monitor the Pre-trip Inspection Forms and coordinate with the supervisor the repair of any discrepancies noted. Any discrepancies that Fleet Management considers to be safety in nature will require the vehicle to be dead lined until repaired. Fleet Management will notify the supervisor directly in these cases.

Both Public Works Management and Risk Management will conduct periodic inspections to ensure these procedures are being followed. The findings of these periodic inspections will be forwarded to each Division Manager and Department Director for review.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>		
<b>Policy:</b>	<b>Fleet Management</b>	<b>Policy Number:</b> V-01-02
<b>Originating Department/Division:</b> Public Works – Fleet Division		
<b>Effective Date:</b> May 1, 2004		<b>Approved By:</b>
<b>Supersedes Policy:</b> Fleet Management		<b>Dated:</b> 07/15/01

**POLICY**

The mission of the Fleet Management Division of the Public Works Department is to provide and maintain an effective, efficient, and safe fleet of vehicles and equipment for the user Departments and Divisions. In order for Fleet Management to accomplish their mission, it is important that all user Departments and Divisions have knowledge of the many different types of goods and services provided and be familiar with the policies and procedures to acquire those services. The different services provided by Fleet Management are Fuel Management, Parts and Stores Inventory, Preventive Maintenance, Corrective Maintenance, and Vehicle and Equipment Replacement/Additions. Other items such as the Service Counter, Motor Pool Vehicles, and Fleet Advisory Committee are used to enhance customer service.

**PROCEDURE**

**Fuel Management**

The City of Largo has one fueling site located in the Public Works Complex, to provide fuel for vehicles and equipment. The three different fuel products offered are diesel fuel, 87 octane unleaded, and 91 octane unleaded. The fuel dispensers are completely automated, and to receive fuel, a two-key system is used. The procedure to obtain fuel is as follows:

- Shut off engine;
- Memorize or write down mileage;
- Insert both the operator key (black) and vehicle key (green) into the two key positions (does not matter in which order) located on the fueling system control panel and turn them to the right;
- Follow the procedures of the prompt in the screen and input the correct mileage (use only whole numbers, do not use tenths) and product number; (marked and located on each pump)
- Remove gas cap and begin fueling;
- When finished fueling, return the nozzle to its cradle on the side of the pump;
- Replace fuel cap.

There is no smoking at the fueling site, and only vehicles that are authorized for 91 octane can acquire it. If an operator has any problems in obtaining fuel, a phone is located at the fueling site to call Fleet Management at extension 7429 for assistance. If, for any reason, Fleet Management needs to shut the fueling site completely down for an extended period of time, the departments and divisions will be notified and directed to a local alternative fueling site.

## Parts and Stores Inventory

The primary function of this service is to provide support to Fleet Management by way of ordering, stocking, and issuing parts. Some direct services provided to the user departments and divisions are the duplication of vehicle and equipment keys and the issuing of operator and vehicle fuel keys.

The procedure to acquire vehicle and operator fuel keys are as follows:

- Go to the Parts/Stores Customer Service entrance;
- When requesting an operator key (black), Fleet Personnel will need to know the last 4 digits of Social Security number;
- When requesting a vehicle fuel key (green), Fleet Personnel will need to know the vehicle number and mileage:(use only whole numbers; do not use tenths)
- Try new keys to make sure they work properly.

Again, Fleet Management also charges to issue fuel keys and each operator should check with their supervisor for direction.

The normal working hours for the Parts/Stores Center are Monday through Friday 6:30 a.m. until 5:00 p.m. with one person on call on weekends and holidays.

## Preventive Maintenance

Preventive maintenance is scheduled maintenance that will reduce the downtime for vehicles and equipment, extend life cycles, and reduce maintenance costs. Fleet Management follows manufacturer recommended guidelines for service intervals and tasks performed. Fleet Management has a tracking system on both the Fuel Management System and Fleet Maintenance System that is used by Fleet Management personnel to notify users when vehicles and equipment are due for service.

Manufacturers require that service intervals be followed in order for them to honor repairs during a vehicle or equipment's covered warranty period. This means that if a major component fails during a warranty period, the manufacturer can demand to see the Preventive Maintenance Schedule before performing the repairs. If an agency fails to show that they have complied with manufacturer's required Preventive Maintenance service intervals from the date of purchase, warranty repairs can be denied. This policy requires Fleet Management to follow specific guidelines for all of the 14 different classes of vehicles maintained by Fleet Management. The standard for most of the industry is as follows:

- Vehicles: 3000 miles and/or 3 months
- Equipment: 250 hours and/or 3 months

Listed below are several methods that PM service notification is received by vehicle and equipment operators:

- A notification of "Maintenance Due" will appear on the screen after entering the mileage in the Fuel Management System. When this appears, each operator needs to notify Fleet Management at extension 7429 and schedule the vehicle or piece of equipment for service unless other arrangements have already been made;
- When Preventive Maintenance is performed at Fleet Management, a sticker showing the mileage and date for the next service due is placed in the upper left side of window shield by the mechanic performing the service. This is done so that the operator can visually monitor when the next Preventive Maintenance Service is due.



- A schedule of all vehicles and equipment due for Preventive Maintenance within a two-week period is printed and given to the Fleet Services Coordinator and both the Heavy and Light Lead Mechanics every two weeks. An operator can call extensions 7429, 4203, or 4208 to find out if their vehicle is due for a Preventive Maintenance Service and make arrangements for the service to be performed;
- Many Departments and Divisions have set up specific personnel within their organizations who coordinate with the Fleet Services Coordinator to receive the preventive maintenance due reports and arrange for their operators to have the services performed.

### **Corrective Maintenance**

Corrective Maintenance is unscheduled maintenance repair on a vehicle or piece of equipment to correct a specific maintenance problem. To help facilitate Corrective Maintenance repairs, Fleet Management provides both a Heavy and Light Vehicle and Equipment Fast Lane services and Emergency Roadside assistance.

The Heavy and Light Vehicle and Equipment Fast Lane System at Fleet Management is designed to correct minor maintenance problems quickly and is located in a separate building to the south side of the Fleet Management Facility in the Public Works Complex. It is extremely useful for providing quick repairs for items discovered by the operator that make the vehicle or piece of equipment unsafe for the roadways. The Fast Lane does not relieve the operator from having to perform their CDL pre-trip inspections per DOT requirements. It was designed to provide the operator with a quick turnaround time of minor repairs. Some of the services performed in the Fast Lanes are:

- Check and top-off all fluid levels;
- Replace broken or burnt out bulbs;
- Tightening of nuts and bolts;
- Adjust air pressure;
- Replace wiper blades

If a repair in the Fast Lane will take longer than 15 minutes, the Mechanic will require that the work be scheduled at the Fleet Management Service Counter. All vehicles or pieces of equipment that need a safety item repaired will be declared inoperative until the repair has been completed.

Policies for operators waiting for service in the fast lane are:

- Do not leave your vehicle unattended;
- Follow the instructions of the mechanic;
- The mechanic will affix a sticker to the vehicle that will show the current date and the next Fast Lane return date. If an operator who is specifically assigned to a vehicle is scheduled off on the return date, the vehicle must be brought in on the next available date. Every vehicle or piece of equipment in the City of Largo's Fleet is required to go through the fast lane once every four weeks. The Fast Lane is not a substitute for a Preventive Maintenance Service. The date and times of operation for the Fast Lanes are as follows:
- Heavy Vehicle and Equipment Fast Lane is open Monday through Friday from 6:30 a.m. until 8:30 a.m.;
- Light Vehicle and Equipment Fast Lane is open on Tuesdays only from 7:30 a.m. until 2:00 p.m.

On Holidays that require refuse collection and those vehicles to operate, the Fast Lane will be open for all vehicles from 6:30 a.m. until 8:30 a.m. (Check with Fleet Management for those specific dates)

Fleet Management also provides **Emergency Roadside Assistance** for vehicles and equipment that become inoperative while performing tasks. Fleet Management has two service vehicles that will come on site to perform Corrective Maintenance repairs within the Tampa Bay area. If the vehicle or piece of equipment is not repairable, the wrecker service that is contracted with the City of Largo will be called to tow the vehicle to Fleet Management.

Procedures for requesting Emergency Roadside assistance is as follows:

- Secure vehicle;
- Contact the Fleet Services Coordinator at Fleet Management and give location, vehicle number, and description of the mechanical problem; (Contact can be made by calling either 586-7429 or calling for "Fleet Base" on the Public Works radio channel.)

If vehicle or piece of equipment becomes inoperative outside the Tampa Bay area the following procedures should be followed:

- Secure vehicle;
- Have vehicle towed to the appropriate facility, for example (Ford to Ford Dealership, GMC to GMC dealership, etc.);
- Receive estimate of repairs and contact Fleet Management at 727-586-7429 to authorize the repair and make arrangements for payment;

Fleet Management prioritizes Corrective Maintenance repairs. Categories used are high priority, routine, and low priority. Examples of a high priority item may be a truck needing to be repaired quickly because the Solid Waste Division does not have enough vehicles to complete their pickup of refuse. An example of routine maintenance would be repairing a truck when the Solid Waste Department does have enough trucks to complete their routes. An example of low priority maintenance is preparing a Solid Waste truck to be surplussed and sold in an auction.

The only personnel at Fleet Management that have authorization to set priorities are the Fleet Services Coordinator, Heavy Equipment Lead Mechanic, and Light Equipment Lead Mechanic. All three do so at the discretion of the Public Works Director. Only supervisors within the City of Largo who have vehicles and equipment as part of their responsibility can make a request to Fleet Management for a vehicle to be considered as high priority. Vehicles and equipment within each category will be repaired on a first come first serve basis.

### **Vehicle and Equipment Replacement**

Vehicle and Equipment Replacement begins as an annual evaluation process of each vehicle and piece of equipment within the fleet to determine their replacement life cycle. This process is performed annually as part of the Capital Improvement Program and projects replacement costs over a five-year period. Additional vehicles and equipment must also be projected over a five-year period, and each Department and Division must justify their need for an increase to their Fleet through the Office of Management and Budget.

An evaluation of specifications and costs is performed by the Public Works Director. The evaluation process includes input from each Department to determine what vehicle and equipment specifications are needed to perform required tasks. This information, along with current market prices, is used to develop a replacement cost. The Public Works Director evaluates the replacement cycle for each vehicle and piece of equipment based upon the following factors:

- Life Cycle Costing: This occurs when total maintenance costs exceed the original purchase price;
- Mileage: The use of historical data for each type of vehicle or piece equipment being evaluated to determine a benchmark of when maintenance costs and component failures become the greatest;
- Age: The ability to obtain parts for vehicles and equipment decrease at a certain point in time and their costs increase over the life of a vehicle or piece of equipment.
- Suitability: A mission change within an organization can make a vehicle or piece of equipment no longer suitable for the tasks needed to be performed.

When using the above factors to evaluate a vehicle and project a life cycle, many months may pass before the vehicle or piece of equipment is actually purchased. The vehicle or piece of equipment is re-evaluated at the time of purchase to ensure that all projected replacement factors have been met. If replacement factors have not been met, then the life cycle of the vehicle or piece of equipment may be extended per request by the Public Works Director.

Certain other factors play a major role in the life of a vehicle or piece of equipment. Operator abuse and using a vehicle or piece of equipment not for its intended use can contribute to an increase in maintenance costs and a decrease in life cycle.

Each fiscal year, purchases for replacement and additional vehicles and equipment are coordinated through the Fleet Manager with certain requirements:

- Only vehicles and equipment that were reviewed and approved by the City Commission can be purchased;
- Funds must be available in the appropriate cost center;
- Purchase must be made of the same type of vehicle and equipment that was requested in writing on the capital sheet submitted to the Public Works Director for approval during the budget process. This would also include any additional equipment or components needed to be installed by the vendor or Fleet Management. Additional equipment is described as any equipment that is currently not on the vehicle or piece of equipment being replaced. When a new vehicle or piece of equipment is being purchased, additional equipment would be any equipment or component that is not on a similar type of unit within the fleet.

Specifications will be developed by the Public Works Director with input by the user departments and divisions using the following criteria:

- If a department or division has already developed proven specifications and request that they be used, a copy must be given to the Public Works Director for approval before any bid process;
- If a department or division requests that specifications be used from such sources as State Contract, SNAPS, GSA, or piggybacking from another, they must be approved by the Fleet Manager prior to being submitted to OMB for purchase approval;
- If new specifications need to be developed, the Public Works Director will arrange for demonstrations from different vendors. Vendors will be requested to provide hands-on vehicle and equipment demonstrations so operators can objectively evaluate their performance.

- The Public Works Director and the user department or division will meet before developing specifications to evaluate what each vendor has to offer. Input from any operators or mechanics involved in the evaluation process will be looked at and used as part of the decision-making process. Cost factors will also be discussed to ensure that the complete unit can be purchased within the budgeted amount;
- The Public Works Director will develop the final specifications. A copy will be forwarded to the user department director or division manager for their approval and signature;
- The Public Works Director will forward the approved copy of specifications to OMB requesting a formal bid process.

The Public Works Director and user department will evaluate all bid results. The Public Works Director will make a recommendation to OMB for purchasing. Upon approval by OMB, the Public Works Director will prepare an agenda memo to bring the item to the Commission for approval. Upon approval by the Commission, the Public Works Director will prepare the requisition and forward it through the approval process to OMB.

Upon receiving the new vehicle or piece of equipment, the Public Works Director will verify compliance with specifications and will prepare the vehicle for service in the fleet. When Fleet Management has completed the set-up process, the user department or division will be asked to inspect the vehicle or piece of equipment before given possession.

If the new vehicle or piece of equipment is replacing an old unit, the old unit must be turned in for surplus on or before the new vehicle or piece of equipment will be released for service into the fleet. **Any exceptions must be approved by the City Manager or Assistant City Manager.**

### **Service Counter**

The service counter is located in a centralized area of Fleet Management for customer service and convenience. The Service Counter is designed to expedite vehicle and equipment repairs and services and to give direct customer service to all user Departments and Divisions. The policy and procedures for requesting service at the Service Counter are as follows:

#### Requesting service

- Park vehicle or piece of equipment on the deadline (Heavy equipment dead line is located on the east side of Fleet Management and the Light Equipment deadline is located on the South side of Fleet Management)
- Remove vehicle key and bring to service counter;
- Provide vehicle mileage or equipment hours;
- Type of work requested or description of mechanical problem;
- Leave a name or number of a person to contact when the vehicle is ready;
- Pickup vehicles at the Ready Line located on the northeast side of building.

### **Motor Pool Vehicles**

Motor pool vehicles are provided for operators who need to use a vehicle to perform tasks while their vehicle is being repaired. There are currently five Motor Pool vehicles at Fleet Management, which are loaned out on a first come first serve basis unless arrangements have been made two days in advance. There is no charge for using a Motor Pool vehicle when replacing one that is being repaired. Motor Pool vehicles are only to be used for short-term situations. Motor Pool vehicles are checked

in and out at the service counter. The phone number at the service counter is 586-7429. As a courtesy to each person that follows another who uses a Motor Pool Vehicle, the vehicle needs to be returned to Fleet Management with a full tank of fuel and in clean condition.

<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b>	<b>Vehicle Take-home Policy</b>
<b>Policy Number:</b> V-01-03	
<b>Policy Manager:</b> City Administration	
<b>Effective Date:</b> January 31, 2001	<b>Preceding Policy Date:</b> N/A

**POLICY**

1. All City-owned vehicles used as take-home vehicles, no matter the purpose, must be approved initially and annually thereafter by February 15 by the City Manager.
2. Employees with take-home vehicles, which are not marked police vehicles, should reside within central Pinellas County, defined as that area bounded on the south by 102<sup>nd</sup>avenue and the north by Belleair Road, unless otherwise authorized by the City Manager.
3. Employees will only use City-owned take-home vehicles for commuting to and from the employee's residence and work location. Use of the vehicle for personal purposes is prohibited unless authorized by the City Manager; and then this usage should be limited to central Pinellas County, as previously defined, unless otherwise authorized.
4. No family members or friends may be transported in City vehicles used for personal use, unless authorized by the City Manager.
5. Employees exempt from overtime will listen to the City radio at all times while traveling in a take-home vehicle and such employees are expected to:
6. respond to any incidents reported by radio when it is practical to do so;
7. utilize radio to report observations which require attention.
8. Employees eligible for overtime will not be required to listen to the City radio in accordance with the Fair Labor Standards Act (FLSA).

**PROCEDURE**

1. All requests for a City-owned take-home vehicle must be submitted to the City Manager for approval initially and annually thereafter on a Take-home Vehicle Authorization form. The completed form is to be submitted to the City Manager for approval by February 15 each year after the initial approval. The Take-home Vehicle Authorization form is available in /home/largo/forms/take\_home.
2. All employees using a take-home vehicle must report, in writing, round-trip commuting mileage to the Management Services Department.
3. Personal usage must be reported, in writing, to the Management Services Department as soon as possible after the usage. Time, date, location driven to, miles traveled, and purpose of personal usage must be substantiated.

This policy is not applicable to marked police vehicles assigned to Police Officers and Sergeants.

<b>CITY OF LARGO PERSONNEL POLICIES AND PROCEDURES</b>	
<b>Policy:</b> Fleet Management - General	<b>Policy Number:</b> V-08-05
<b>Policy Manager:</b> Public Works/Fleet Management	
<b>Effective Date:</b> June 1, 2021	<b>Preceding Policy Date:</b> 06/01/2008

### **PURPOSE**

The purpose of this Policy is to provide guidance to City departments on the acquisition and maintenance of City vehicles and equipment. This Policy also provides guidance on the Capital Improvement Planning (CIP) process related to vehicles and equipment, and establishes a structure for vetting policy-related decisions.

### **POLICY**

The Fleet Manager is responsible for the approval of purchases, maintenance, and disposal of all City vehicles, motorized equipment over fifty (50) horsepower, fixed engine powered equipment, and trailers operated, maintained and/or purchased by the City of Largo. In this Policy, the term “purchase” is defined to mean specifying and purchasing or leasing the vehicle or time and the ancillary equipment to be installed or operated on them. The term “maintenance” shall include setting service levels and frequency, specifying parts and materials used in such maintenance, and coordinating service provided by outside vendors. “Disposal” is defined as the process of separating surplus or other equipment no longer essential to City operations from City asset ownership. In this Policy, the words “vehicle” and “equipment” are interchangeable when referring to motorized applications, such as tractors, loaders, forklifts and similar items. All existing Administrative Policies regarding the use and utilization of City vehicles remain in effect.

### **PROCEDURE**

1. The Fleet Management Division is responsible for maintaining an inventory of all vehicle and equipment assets owned or operated by the City. As such, all new equipment or vehicles owned, leased or rented by any City department shall be approved by the Fleet Management Division prior to their being placed into service.
2. Department Directors are responsible for ensuring fleet vehicles are used in accordance with City Policies and Procedures.
3. The Fleet Management Division shall develop and issue such specifications and equipment performance standards, as necessary, to ensure the operational needs of both the requesting department and the City are met.
4. Unless the Fleet Management Division recommends otherwise, vehicle replacements shall be made on an in-kind basis. Any department requesting modification or change in type or class of vehicle or replacement, shall submit such request in writing to the Fleet Manager describing the requested change, documenting the need for such change, and explaining why the existing vehicle is not capable of meeting the need, and verifying that no existing vehicle

in their fleet will serve that purpose. This information needs to be received by the Fleet Manager no less than sixty (60) days before the CIP is due.

5. Any department requesting an additional vehicle will submit to the Fleet Manager a request for an increase in fleet no less than sixty (60) days before CIP is due. The request will be made on the standardized request form. The Fleet Manager will review the described use, requested vehicle or equipment and either recommend, recommend conditionally or not recommend that the fleet be increased accordingly. This documentation will then be included during the budget process for Administration and Commission consideration.
6. The Fleet Manager will work with the requesting department in determining the most cost-effective manner to meet their vehicle and equipment needs. However, the Fleet Manager will have final say, except as described in #9 below, on vehicles, equipment and accessories purchased.
7. In order to maintain accurate records for the City of Largo, it is imperative that all purchases of fleet materials, outside repairs and similar cost information be coordinated by the Fleet Management Division. Departments will not arrange for such outside purchasing or repairs unless authorized to do so by the Fleet Manager. Such authorization shall include the requesting department to provide records of all such outside maintenance to the Fleet Management Division upon completion of the work.
8. The scheduling of vehicle replacement is the responsibility of the Fleet Management Division. As directed by the City Commission, the division will evaluate the individual components of the City fleet and annually prepare both an annual and multi-year replacement schedule. These schedules will be prepared utilizing the Fleet Division's established replacement procedure as the overriding guideline. Special modifications may be recommended through the budget process based upon unique circumstances or occurrences, if authorized by the Fleet Manager.
9. A Fleet Advisory Board will be established on an as-needed basis to provide an appeal process for vehicle related issues where a disagreement exists between the user department and the Fleet Manager. Additionally, this Committee will provide overall review of City-wide fleet related budgeting and implementation of fleet related policies.
  - a. The Committee shall be comprised of seven senior level managers appointed by the Director of Public Works. The Committee shall determine the Chair and the Vice-Chair at their first meeting of each calendar year. The Director of Public Works shall sit as a permanent member and shall provide secretarial support to the Committee. A member may not vote on an issue before the Committee that concerns their department. In order for action to be taken, a vote of four votes is required.
  - b. The Committee shall convene on an as-needed basis. The initial meeting shall be called as soon as practical for the purpose of establishing the Chair. Future meetings shall be called by the Public Works Director when a dispute is brought forward by either a user department or the Fleet Manager.
  - c. The Committee shall hear the response from the Fleet Manager, the request of the user department, and evaluate City Policies, Directives, and Administrative Policies in the process of determining its' response.
  - d. If the requesting Department does not agree with the Fleet Advisory Committee's findings, they may process an appeal to the City Manager.



<b>CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>Policy:</b> Alternative Fuel Vehicle Purchasing	<b>Policy Number:</b> V-20-07
<b>Policy Manager:</b> Public Works / City Administration	
<b>Effective Date:</b> January 1, 2020	<b>Preceding Policy Date:</b> N/A

## **PURPOSE**

In support of the City’s strategic focus on sustainability and the Largo Environmental Action Plan, the City’s light-duty fleet shall transition to 100 percent alternative fuel by 2030. This transition will allow the organization to be more resilient, mitigate effects of climate change, increase local air quality, and provide financial savings over the life of the vehicles. Future opportunities to transition additional vehicles to alternative fuel will be made as technology becomes available. Infrastructure to support an alternative fuel fleet must be requested with vehicles as needed based on location, use, technology requirements, and other factors.

## **DEFINITIONS AND RESPONSIBILITIES**

Alternative Fuel: A vehicle powered by one (or a combination) of the following:

- EV – vehicle is battery powered and must be plugged into a charging station.
- Hybrid – vehicle can be powered with battery and/or gasoline. Battery is re-charged by the gasoline engine.
- PHEV – plug-in hybrid electric vehicle. Vehicle can be powered with battery and/or gasoline. Battery can be re-charged by being plugged into a charging station.
- Other alternatives as they are available.

Conventional Fuel: A vehicle powered by gasoline only, diesel fuel, propane or related fuel source.

Equipment: Individually powered work tools or small vehicles such as lawn mowers and utility vehicles.

Heavy Duty Vehicle: A vehicle or heavy machinery which is primarily used for transporting equipment, and/or parts, or personnel to and from work sites around the City. Work vehicles may be expected to go off the roadway.

Light Duty Vehicle: A vehicle which is primarily used by Departments for personal, group or small item transportation. Administrative vehicles are not routinely used off the roadway.

## **POLICY**

1. The City of Largo will replace all light duty vehicles and equipment with alternative fuel options. Replacement decisions will be made in the following order:
  1. Vehicle and equipment sharing (no replacement) within and between Departments
  2. All Electric (EV)

3. Electric Hybrid, PHEV
4. Gas Hybrid
5. Conventional Fuel
2. Vehicles must be selected from options provided and approved by the Fleet Management Division (i.e., available on state contract, sheriff's bid, etc.).
3. Annual average mileage must be provided with each vehicle request.
4. If no alternative fuel vehicles are deemed suitable, Supervisors and Operational Managers will provide justification.
5. All light duty vehicles and equipment must be alternative fuel by 2030.
6. Supervisors and Operational Managers are encouraged to consider utilizing a motor pool as an alternative to new vehicle purchases.
7. Additional infrastructure required to support additional alternative fuel vehicles must be included with the vehicle request.