CITY OF LARGO

YOUR COMMUNITY OF CHOICE *Naturally*

MISSION

To provide superior services that inspire community pride

VISION

To be the community of choice in Tampa Bay







VALUES

Integrity

Serving the public with honesty, transparency and according to ethical standards; respecting the worth of others, and doing what is right.

Collaboration

Communication, engagement and teamwork that is inclusive of our internal and external partners.

Passion

Approaching the job with devotion, enthusiasm and curiosity; caring about results and enjoying our work.

Creativity

Innovative thinking that solves problems and improves service delivery.

CITY OF LARGO TEAM MEMBER HANDBOOK

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PURPOSE OF THIS HANDBOOK

This handbook is provided to inform you of the benefits available to you and outline the various City policies designed to help you to be the best team member you possibly can. Remember that this handbook is just a guide. If you have complex or technical questions, you should ask your supervisor, or refer to the applicable bargaining unit agreement or the City's Team Member Employment Guidelines, and/or the City's Administrative Policies and Procedures. The most updated versions of these documents can be found on TeamLargo.com.

We hope that this handbook will be helpful to you during your employment and that it will serve as a reference during your career with the City. Its content was designed to provide, in condensed form, Team Member Employment Guidelines as well as benefits and privileges of employment with the City. The official sources for specific information regarding City employment are the applicable bargaining unit agreement, the City of Largo - Administrative Policies and Procedures, and the Team Member Employment Guidelines all found on TeamLargo.com. For team members who are covered under Labor Agreements, whereby the Team Member Employment Guidelines and/or the Administrative Policies and Procedures are in conflict, the Labor Agreement shall take precedence.

Post Office Box 296, Largo, Florida 33779-0296

Human Resources Department (727) 587-6716

Susan Sinz, Director (727) 587-6706

E-Mail: ssinz@largo.com FAX (727) 587-6782

MESSAGE TO NEW TEAM MEMBERS

Congratulations on joining Team Largo- we are excited to have you working with us at the City! In serving our community - Providing Superior Service that Inspires Community Pride- with Integrity, Collaboration, Creativity and Passion- we have been named a National & Regional Top Workplaces USA! As a Top Workplace, our team members enjoy a collaborative and supportive environment where innovative solutions and fulfilling accomplishments are part of everyday life. Exposure to multi-disciplined teams and a tremendous variety of work gives our staff the opportunity to contribute, diversify skills and accomplish great work together.

Take advantage of TeamLargo.com to access information that will keep you informed, engaged and up-to-date on all things Largo! At TeamLargo.com you will find Employee Resources, the Monday Morning Briefing (MMB) Electronic Weekly Newsletter Largo.com/MMB, Wellness Information, Professional Development and Need- to-Know Information - including our journey to continued High Performance.

Every member of our HR team is here to make your transition to the City of Largo smooth and effortless. If we can assist you in any way, please don't hesitate to contact us. Welcome and we look forward to working with you and all we will accomplish together!

Susan Sinz

Human Resources Director

HISTORY OF LARGO

The Pinellas Peninsula was “discovered” in 1528 by Spanish explorer Panfilo de Navarez. Meeting heavy resistance from Timucua Indians, the Spanish never settled the area and except for pirates who took refuge in bays and inlets, most of Florida's central Gulf Coast remained untouched until a settlement was established on Tampa Bay at the present-day city of Tampa in the early 1800s. The first resident of the peninsula known now as Pinellas County was French Count Odet Phillippe in 1835, followed by Captain John Thomas Lowe, who established a settlement in 1872 in what is now Largo. Cotton and citrus were successful crops and by the turn of the 20th Century, the county was a leading producer of oranges and grapefruit.

Cattle raising, farming and citrus growing provided the principal means of livelihood and the community became a trade center. A post office and railroad station were established in 1888 when the Orange Belt Railroad tracks came through. Some say the name “Largo” was taken from a large lake, which was filled in the 1930's, that was east of where the Largo Cultural Center now stands. Others say it was named for Largo, Scotland, by Scottish immigrants who settled the northern part of the county. Largo became “downtown” for local citrus farmers and packers, lumbermen, and cattle ranchers and soon attracted tourists from the north.

In 1905 the town was incorporated and in 1913 was either the second or third municipality in this county to establish a Town Manager form of government.

Originally, the town encompassed approximately one square mile, and this was reduced to three-quarters of a square mile soon thereafter. During the boom days of the 1920's, Largo became a “City” and extended its borders to include some eight square miles. In 1933, after much litigation, the legislative act which created the “City” was declared invalid and Largo once more reverted to the status of “Town” with its previous three-quarters of a square mile area.

In 1955, three large areas were annexed through referendum tripling the area and more than doubling the population. This expansion was continued and today Largo encompasses some 17 square miles and extends from U.S. Highway 19 on the east to Clearwater Bay on the west. Many of these areas were attracted to the town by its conservative Board of Town Commissioners who have devoted much time and effort toward planning for the future growth of the area, and an efficient and cooperative staff of municipal officials and team members.

In 1974, a new charter was passed that made Largo a “City”.

During the three-year period of 1997-2000, the City annexed over 670 acres with an assessed value of $170,000,000. Major parcels included the Bay Area Outlet Mall, ICOT Center and the Starkey Lakes Commercial Center.

CITY GOVERNMENT ORGANIZATION

Introduction

Each job with the City is an essential part of the overall operation of the government. When you begin work, everyone in Largo is relying on you to give honest, efficient, and courteous service. As a City team member, the general public is your ultimate "boss". Your work and your conduct on and off the job are always subject to public scrutiny. Your contacts with individuals will often be the only basis by which they judge the whole City government. It is important that you make the best possible impression at all times.

City Commission

The City Commission is composed of seven (7) members, including the Mayor, all of whom are elected at large by the registered voters of the City of Largo for terms of four (4) years. The City Commission governs with the authority given to them through the City Charter. The Mayor presides at meetings of the City Commission, appoints, with the advice and consent of the City Commission, the members of citizen advisory boards and commissions, appoints the members and officers of Commission committees, and performs other duties specified by the Commission. The Mayor or his/her designee shall represent the City Commission in intergovernmental relationships and is recognized as the head of the City government for all ceremonial purposes and by the Governor for purposes of military law.

Administration

This department contains the City Manager's office where the City Manager operates as the City's Chief Executive Officer, who leads executive staff across Departments to set the mission, vision, and values for the organization. Administration includes the City Attorney who serves the City Commission and staff by providing legal opinions/advice. The department also includes three Divisions; the Office of Performance and Budget (OPB), City Clerk's Office, and Communications and Engagement (C&E). The Office of Performance and Budget supports organizational performance initiatives though the development of the City's annual operating budget and Capital Improvement Program (CIP), and working with Departments to provide strategic direction and performance metric analysis. The City Clerk's Office is primarily responsible for managing Largo's municipal elections, documenting City Commission meetings/actions, and the retention and/or disposal of City records. Responsibilities also include attesting and recording of legal documents and management of the City cemetery. The Communications

and Engagement Division provides citywide communication and branding services, manages community engagement initiatives, and produces live broadcast of City Commission, Code Enforcement and Planning Board meetings while acting as the City's Public Information Officer, coordinating with media and directing all City communications both internally and externally. Communications channels include web, social, digital, and print media.

City Boards

Many areas of city government require the assistance of Largo residents who are particularly well suited to provide advice and guidance in various City activities. The City Commission appoints boards composed of local residents to serve in these areas. Listed below are the various City boards:

--Audit Committee

--Code Enforcement Board

--Community Development Advisory Board

--Community Redevelopment Agency Advisory Board

--Finance Advisory Board

-- Retirement Board of Trustees

--Library Advocacy Board

--Personnel Advisory Board

--Planning Board

--Police Officers' and Firefighters' Retirement Plan

--Recreation, Parks, and Arts Advocacy Board

--Youth Leadership Council

CITY DEPARTMENTS

A BRIEF DESCRIPTION

Legislative:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 - (727) 587-6702

The department includes the elected City officials who serve on the Commission to govern the City through ordinances and resolutions. See City Commission under City Government Organization.

Administration:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7454

This department contains the City Manager's office where the City Manager operates as the City's Chief Executive Officer, who leads executive staff across Departments to set the mission, vision, and values for the organization. Administration includes the City Attorney who serves the City Commission and staff by providing legal opinions/advice. The department also includes three Divisions; the Office of Performance and Budget (OPB), City Clerk's Office, and Communications and Engagement (C&E). The Office of Performance and Budget supports organizational performance initiatives though the development of the City's annual operating budget and Capital Improvement Program (CIP) and working with Departments to provide strategic direction and performance metric analysis. The City Clerk's Office is primarily responsible for managing Largo's municipal elections, documenting City Commission meetings/actions, and the retention and/or disposal of City records. Responsibilities also include attesting and recording of legal documents and management of the City cemetery. The Communications and Engagement Division provides citywide communication and branding services, manages community engagement initiatives, and produces live broadcast of City Commission, Code Enforcement and Planning Board meetings while acting as the City's Public Information Officer, coordinating with media and directing all City communications both internally and externally. Communications channels include web, social, digital, and print media.

Finance:

City Hall – 201 Highland Avenue, N.E., Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6719

Finance is responsible for all city-wide accounting and finance functions. Main departmental responsibilities include cash receipts processing, general ledger maintenance, utility billing and collections, accounts payable processing, payroll processing, investment management and financial reporting. The Finance Department assists other City departments with grants management, internal control review, financial analysis and budget monitoring. The department also assists with preparation of the City's Long Range Financial Plan, Capital Improvements Program and Annual Budget.

Information Technology:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6719

Information Technology is responsible for identifying and planning for the short- and long-range computer needs of the City and user departments, as well as the day-to-day analysis, development, programming, testing, modifying, documenting, and implementing computer systems for City-wide operations.

Human Resources:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6716

Human Resources is responsible for recruiting, organizational development/training, team member relations, collective bargaining, employment law and statutory compliance, policy/procedure development, classification and compensation analysis of positions, and leave management, risk management, team member benefits, and safety functions, and serves as custodian of all personnel files.

Library:

120 Central Park Drive, Largo, FL 33770, PO Box 296, Largo, FL 33770-0296 – (727) 587-6715

The Library's mission is to meet the educational, cultural and social needs of Largo's diverse community by providing quality materials, information and services. Administration oversees the Library budget and expenditures, the facility and its associated costs, required personnel, and statistical and financial reports. Administration acts as liaison to the Greater Largo Library Foundation and the Friends of Largo Library, as well as the Pinellas Public Library Cooperative. Collection and Programming Services provide customer service, programs for children and teens, and maintain the youth library materials collection. Borrower Services is responsible for customer service, maintains

registration, re-shelving materials, processes fines and fees, checks materials in and out, provides inter-library loan service, and supervises volunteers. Research and Access Services is responsible for customer service, adult programs and collection development, management of online resources including the website, and the automation system, and coordinates the cataloging and processing of items through the Library's vendor.

Fire Rescue:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6714

Fire Rescue protects its residents and property through emergency medical services and fire suppression. Other life and property support is reflected through fire inspections/fire code enforcement, safety education, and fire investigation/analysis for future training plans.

Police:

Police Building – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6730

The Police Department's primary responsibility is the protection of lives and property. It is also the mission of the Police Department to provide the community with a sense of security, safety and confidence in the Police, and to work in partnership with the community to solve problems and to improve the quality of life.

Recreation, Parks, and Arts:

City Hall – 201 Highland Avenue, N.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6720

Recreation, Parks and Arts provides diversified leisure and cultural programs for all ages, park maintenance, and beautification for the community. It is divided into 16 programs and funded by four different funding sources. Leisure programs are offered at four recreation facilities, an Olympic-size swimming pool with platform diving, a family aquatic center, a clay court tennis complex, soccer, softball and baseball complexes, and an 18-hole par 62 executive golf course. Performing arts programs and event rental space for community gatherings are offered at the Central Park Performing Arts Center and Historic Feed Store. The Parks Division maintains 498 acres of parkland, 10 miles of beautified roadways, and over 20,000 trees in public rights-of-way.

Community Development:

City Hall – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7490

Community Development provides code compliance to established plans and guidelines. This is accomplished by regulating and controlling the design, construction, use and removal of buildings/structures in Largo through permits, licenses, and inspections. This department is also responsible for the preparation and maintenance of the City of Largo's Comprehensive Plan.

Engineering Services:

City Hall – 201 Highland Avenue, Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 587-6713

Engineering Services is responsible for the design, contracting, and inspection of drainage, sewer, sidewalk, and road construction. It is also responsible for the engineering analysis portion of the development review process and the traffic engineering, transportation planning, and technical support services necessary to provide an effective transportation system. The division also investigates citizen complaints and provides the public with information on engineering related topics and coordinates consulting Engineering Services for other Departments.

Public Works:

Public Works Complex – 1000 2nd Street S.E. Largo, FL 33770, PO Box 296, Largo, FL 33779-0296 – (727) 586-7418

Public Works is divided into four primary services areas:

Solid Waste Collection is responsible for the collection and transportation to the County's resource recovery facility of all solid waste generated by Largo residents and businesses. The City's recycling program is also coordinated by this division.

Facilities Management is responsible for overseeing the construction, repair and maintenance of all City facilities. It is also responsible for custodial services provided to all City facilities.

Fleet Management is responsible for the repair and maintenance of all City vehicles, ensuring that a sufficient number of vehicles are available to meet City demands. The division is responsible for the provision, maintenance and repair of the City's general radio system and equipment.

Streets and Stormwater is responsible for the maintenance and repair of Largo streets, rights-of-way, alleyways, and drainage systems. It is also responsible for the mowing of drainage channels, the installation and maintenance of traffic signs and markings, and responding to resident requests and inquiries.

Environmental Services:

Environmental Services Complex – 5000 150th Ave N, Clearwater, FL 337--, PO Box 296, Largo, FL 33779-0296 – (727) 507-5560

Environmental Services is responsible for processing the wastewater from the City of Largo and designated additional services areas. Environmental Services is divided into three primary services areas:

The Collection Division is responsible for the maintenance and repair of the City's Sanitary Sewer Collection and Transmission System.

The Wastewater Reclamation Facility (WWRF) is responsible for the treatment of sanitary sewage from the Largo Sewer District and operation of the Biosolids facility.

The Environmental Control Division is responsible for the Industrial Pre-Treatment Program, the privately owned lift stations and collection system, the Reclaimed Water Program, the Fats/Oils/Grease Program, and the WWRF Laboratory.

CITY DEPARTMENT PHONE NUMBERS

The following list of phone numbers is provided to help you refer citizens' calls to the proper location.

Office	Phone #	Ext.
City Clerk	587-6710	
Employment/Human Resources	587-6716	
Emergency	911 (9-911 from facility phone)	
Community Development		
Occupational Licenses	586-7488	7206
Building Permits	586-7488	7207
Tree Permits	586-7488	7205
Construction Inspection Scheduling/Permits	586-7488	6711, 6712
City Housing Programs	586-7488	7216
Engineering Services	587-6713	
Environmental Services		
Reclaimed Water Questions	507-4460	
Sewer Problems	507-4460	
Fire Rescue	587-6714	
Life Safety/Fire Marshal	587-6737	
Library	587-6715	
Information Services	587-6748	
Genealogy Services	587-7410	
Police	587-6730	
Public Works		
Streets & Stormwater Problems	587-6718	
Solid Waste/Trash Pick-up problems	587-6760	
Recreation, Parks, and Arts	587-6720	

Administration	587-6720
Special Events	587-6775
Golf Course	518-3024
Parks and Grounds Maintenance	586-7415
Highland Complex	518-3016
Highland Pool	518-3018
Southwest Complex	518-3125
Southwest Pool	518-3126
Community Center	518-3131
Central Park Performing Arts Center	587-6751
CPPAC Box Office	587-6793

GENERAL INFORMATION AND WORK RULES

Team Member Guidelines

The City administration wants all team members to be fully informed on policies and procedures affecting them and will provide every opportunity for team members to express opinions, discuss problems and misunderstandings, and seek information.

All levels of management will inform, listen to, and counsel with team members on all matters affecting their employment. Management recognizes the rights of the team members to discuss problems without fear of retribution or prejudice.

Florida's Government-In-the-Sunshine Law

The Sunshine Law provides a right of access to governmental proceedings of the City of Largo and to the City's public records. Public records are all materials made or received by the City in connection with official business which are used to perpetuate, communicate or formalize knowledge. This means that each team member's personnel file is a public record and anyone can request to see and/or have copies of documents in those files. There are a number of exceptions e.g. medical records.

Employment

The City of Largo is an equal opportunity employer. The City provides all applicants and team members equal opportunity in recruitment, selection, appointment, promotion, training, discipline and all other terms and conditions of employment without regard or consideration of political or religious opinions or affiliation, or because of race, color, sex, creed, national origin, age, physical or mental disability, or other factors which cannot be lawfully used as the basis for conditions of employment.

Types of Employment

Variable Team Member

A variable team member works throughout the year on an as-needed basis in existing funded positions, typically less than 1040 hours in the fiscal year. Variable team members are eligible for longevity recognition, service awards, gift cards, and participation in the 457 retirement plan, flu shots and health fair participation. Compensation administration for these positions may mirror the pay range and merit increases approved for non-represented staff.

Temporary Team Member

A temporary team member is hired for a special project or other work for a specified period of time, typically less than 1040 hours in the fiscal year. Temporary team members are not eligible for benefits, but may participate in limited benefit offerings approved from time to time (examples would include flu shots, health fair and 457 Retirement plan participation.

Probationary Team Member

A team member who is either new, promoted, demoted or transferred to a position never held must serve a probationary period; 6 months, 9 months, or 12 months as stipulated in the City of Largo Team Member Employment Guidelines. This period shall be utilized to reject any team member whose performance does not meet required work standards. This period affords the supervisor an opportunity to determine whether or not the probationary team member meets the expectations of the job. A probationary team member may not submit an application for a different position, unless the position is within their current department.

Part-Time Regular Team Member

Any person who has completed the probationary period in a budgeted position, and whose work schedule is fewer than forty hours per week.

Full-Time Regular Team Member

Any person who has satisfied the initial six- nine- or twelve-month probationary requirements and whose regular work schedule is a minimum of forty hours per week.

Attendance and Punctuality

The normal work day consists of eight (8) hours. Due to the differences in the various City operations, hours of work may vary considerably from one department to another.

Team members who must relieve other team members due to shift work are expected to be on duty at the scheduled times. If you are absent or late, you must have good reasons and notify your supervisor as soon as possible. The rules of each department will govern how this will be handled.

Breaks and Meal Periods

As defined by the Fair Labor Standards Act (FLSA), 30 minutes or more defines a bona fide meal period. Depending on department policy, team members shall be allowed up to sixty minutes off each day for lunch, exclusive of the eight or ten hour work day. Breaks from five to fifteen minutes must be counted as hours

worked. Team members will be allowed two fifteen-minute breaks—one in the morning and one in the afternoon. Breaks not taken on the day and time scheduled are considered missed and cannot be saved for use on another date.

Classification and Salary

All positions in the City service are classified according to the kind of work and level of responsibility. For each classification, a written job description outlines the typical duties performed and the type of education and experience required for the job. All positions in a classification are paid according to the pay range set forth for that classification in the pay plan. The pay plan provides for salary progression in each classification based on merit.

Reclassification

A reclassification is necessary when the duties and responsibilities of an existing position classification have significantly evolved over time to the point where they are more representative of another classification. Reclassification is the result of a gradual change in either the type of duties or level and scope of responsibilities. When a Department Director believes a reclassification may be justified, a request for audit can be initiated by submitting a completed Reclassification Questionnaire. The Human Resources Department will conduct an audit and submit its findings of fact and recommendation to the City Manager for approval/disapproval. Based on staffing levels or operational need, the City Manager may authorize reclassifications within the same pay range or lower pay range during the fiscal year. Please refer to the Team Member Employment Guidelines for full details.

Promotion

Position vacancies are filled by promoting qualified team members from within the City service whenever possible as well as employing those outside of City service. Promotional opportunities are listed by the Human Resources Department and posted on the City website. All team members meeting the minimum qualification requirements may apply.

Transfers

A team member may, with the approval of the Department Director(s) concerned and the Human Resources Director, be transferred in accordance with the following:

Department Transfer within Classification

Reassignment of a team member to another department or division with the same job classification. A department/division transfer shall not change the team member's hire date, anniversary date, or pay rate.

Transfer within Pay Range

When a team member requests and is granted a transfer to a classification having the same pay range as the team member's present classification, the team member's will be adjusted the number of completed months since the last merit increase up to 11/12th of the current year merit increase. The team member's anniversary date will change to the date the team member enters the new classification. The team member must serve a new probationary period in the new classification.

Resignation

A team member shall file with his/her immediate supervisor a written resignation stating the date of separation and the reasons. No official acceptance of an appropriate resignation shall be necessary to effect termination.

1. An unauthorized absence from work for three consecutive work days shall be considered a voluntary resignation.
2. The effective date of separation is the close of business on the last day an team member physically works.
3. All individuals who leave City employment will be requested to complete an exit interview.
4. Final pay will be direct deposit unless authorized by Human Resources.

Safety Policy

In the interest of both team members and public safety, the City of Largo is committed to a Safety and Loss Prevention Program. Although Department Directors are accountable for the administration of a safety program, it is the cooperative responsibility of every team member to participate in accident prevention.

Compensation for Injuries or Illnesses

The City pays compensation to any team member who is injured or becomes ill from a contagious or infectious disease incurred while in the performance of his/her duties in accordance with the definitions, terms, and conditions as found

in the Personnel Manual (unless otherwise stipulated by team member bargaining agreement).

Accident Review Board

The City of Largo has established a Vehicle Crash Policy to provide for review of all accidents involving City vehicles. The purpose of the policy is to determine the actual cause of the accident and establish preventive procedures to avoid future occurrences. Team members requested to attend a vehicle crash hearing shall attend at the time and place specified. Only the team member's supervisor may request a date change for a hearing.

Team Member Guidelines

The Team Member Guidelines shall cover all team members. Where specific bargaining unit agreements differ from the Team Member Guidelines, the specific bargaining unit agreements takes precedence. Access important team member information and other valuable resources on www.TeamLargo.com.

Team Member Organizations

City team members have the right to form, join, and participate in, or to refrain from forming, joining, or participating in any team member organization of their own choosing. City team members have the right to be represented by a collective bargaining unit for their classification, to negotiate collectively through a certified bargaining agent with their public employer in the determination of the terms and conditions of their employment, and to be represented in the determination of grievances arising thereunder. Public team members shall have the right to refrain from exercising the right to be represented. It is the intent of the City that nothing in this section be construed to either encourage or discourage organization of City team members.

Outside City Employment

No team member may secure employment outside the City service except in accordance with the following conditions: He/She 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 team member must furnish the name, address and telephone number of someone who will know his/her whereabouts.

The team member makes arrangements with the outside employer to be relieved from the outside job if called for emergency work by the City. City employment is the first priority. If at any time outside employment interferes with a team member's job requirement or performance for the City, the

Department Director may require the team member's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

Political Activity

No City team member may take part in political management or political campaigns in any elections during duty hours or when functioning in any official capacity. Any team member who wishes to accept or seek election or appointment to political office within the City of Largo shall resign from City service pursuant to Section 9.06 of the City Charter. Nothing contained herein shall be construed to restrict the right of any team member to hold membership in or support a political party, to vote as he/she chooses, to express his/her opinions on all political matters, and to attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.

CITY CODE OF CONDUCT & DISCIPLINARY GUIDELINES

A. Policy

It is the policy of the City that discipline should be characterized as corrective rather than punitive. Disciplinary actions should be utilized as an element of an overall program to guide team members and promote proper team member conduct. When circumstances permit, Department Directors are encouraged to pursue a philosophy of "progressive discipline" by administering gradually increasing disciplinary actions for each successive instance of team member misconduct. Each level of progressive discipline, from the written reprimand through dismissal, shall be fully documented and immediately provided to Human Resources for record keeping with the team member's official personnel file.

Disciplinary actions rising to the level of a suspension without pay and/or dismissal should always be provided to Human Resources for consultation and approval prior to administration of discipline.

Staff Responsibilities:

1. The Human Resources Director or designee, is responsible for monitoring all disciplinary actions in the City to ensure that basic team member rights are protected and to ensure that appropriate, timely and consistent action has been taken.
2. The City Manager or designee, is responsible for instructing and monitoring the Department Directors in setting job expectations and job performance standards for staff and for ensuring administration of effective and timely discipline when appropriate.
3. Department Directors are responsible for instructing and monitoring their supervisors and managers in setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.
4. First-line supervisors and managers are responsible for instructing and monitoring the conduct, setting job expectations and job performance standards for staff and ensuring the administration of effective and timely counseling and progressive discipline when appropriate.

5. Team members are responsible for knowing and adhering to the Code of Conduct at all times.

Factors To Be Considered in Administering Progressive Discipline

Although internal consistency in administering discipline is desirable, numerous factors should be considered in determining the appropriate level of discipline to be assessed at each successive step. These factors include, but are not limited to:

- the team member's length of service;
- time intervals between offenses;
- repetition of same offense or other serious offenses;
- effectiveness of prior disciplinary actions
- willingness to improve;
- overall work performance;
- job attitude; and
- disciplinary actions previously administered to other comparable team members for similar offenses.

A repetition of the same offense or other serious offenses indicate that more severe disciplinary measures should be considered.

A disciplinary action should reflect the totality of violations in considering the appropriate extent or degree of disciplinary action. However, when imposing disciplinary measures on a current charge, supervisors will not take into consideration prior infractions of the City or departmental Team Member Employment Guidelines which occurred more than two years previously. If within the two year period, discipline has been progressive, the current discipline will build off the level attained within the two year period. The City further stipulates that certain offenses/charges are of such a serious nature that immediate discharge upon first offense is applicable.

Employee Assistance Program (EAP) Usage

The City of Largo offers a city-paid Employee Assistance Program (EAP) to all team members. The EAP should be considered as a resource and effective tool to assist a team member. While administering discipline, supervisors should consider whether or not an EAP referral is appropriate and should refer to the

notations in the Code of Conduct which recommend an EAP referral. These notations indicate that an EAP referral is recommended for violations that occur in that category, and that the supervisor should contact Human Resources to discuss. The EAP can be an excellent tool for any category of discipline, however when EAP is listed with a particular code, the supervisor is expected to contact Human Resources to discuss the appropriateness of an EAP referral. Supervisors and team members alike attribute success to incorporating the EAP as a developmental tool to support successful outcomes. Please contact Human Resources for assistance with this process.

B. Guidance and Counseling

The purpose of guidance and counseling is to encourage team members to improve their job performance, work habits, attitude, or behavior. Discussions of this nature are commonly used when a team member disregards work rules or when the charges are relatively minor in nature.

It is the responsibility of the team member's immediate supervisor to obtain all the facts, weigh the evidence and discuss the problem with the team member(s) involved in a timely manner. The normal procedure is for the team member's immediate supervisor to:

- establish and clearly communicate job expectations and expected outcomes in writing; and
- identify and define specific performance areas in need of improvement and advise the team member how such improvement can realistically be achieved.

A record of the discussion should be given to the team member in memo form and signed or initialed by both the team member and the supervisor as documentation that counseling was provided. This is not a written reprimand nor will it be issued on a disciplinary form, or be included in the team member's official personnel file, but it will be held in the supervisor's departmental file.

Examples of occasions to utilize Guidance and Counseling would be tardiness, below standard work performance or other code of conduct violations. As a reminder, departmental standard operating procedures (SOP) take precedence when administering guidance and counseling and discipline.

C. Applications of Progressive Disciplinary Guidelines

1. City team members are expected to abide by, and may be disciplined for,

violation of either City or departmental Team Member Employment Guidelines.

2. Recognizing that each instance of misconduct differs in many respects from somewhat similar actions, the City retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Examples given in any rules do not limit the generality of the rules. The following City Code of Conduct is not to be construed as a limitation upon the retained rights of the City, but is to be used as a guide.

3. The City Code of Conduct provides recommended progressive penalties to apply for specific offenses; however, the recommended penalties may be modified by management including a lesser or more severe penalty when extenuating circumstances are found.

4. Probationary, Variable and Temporary Team members: May be suspended, demoted, or discharged without cause. Such suspension, demotion, or discharge shall not be subject to any grievance, arbitration, pre- or post-termination procedure. Please be reminded that at no time can a team member be dismissed for discriminatory reasons (such as protections under the American with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, and/or related employment laws).

5. The City Manager shall appoint and, when deemed necessary for the good of the City, shall suspend or remove any City team member.

D. Written Reprimand

Supervisors shall inform team members promptly and specifically whenever their performance, attitude, work habits, or personal conduct, at any time, falls below a desirable level.

Disciplinary Action Form: When guidance and counseling has not resulted in the expected improvement, or when a team member commits an offense requiring formal supervisory acknowledgment, the team member's immediate supervisor or the Department Director initiates preparation of a Disciplinary Action form. The Disciplinary Action form must include:

1. The specific charge of misconduct with reference to the Code of Conduct (item #), including a reference to recent guidance and counseling (dates, infractions); and

2. A complete description of the incident of misconduct with reference to specific times, dates, locations, personnel involved, and rules violated; and

3. Supporting documentation such as work product examples, witness statements, etc.; and

4. The statement, "If immediate improvement is not demonstrated, further disciplinary action may result, up to and including dismissal". This statement is a responsibility of the employer to effectively provide the team member with fair notice of consequences of failure to improve; and'

5. The Supervisor's signature; and

6. The Department Director's signature; and

7. The team member's signature to acknowledge receipt. The team member's signature does not indicate the team member's agreement with the content of the disciplinary action. If the team member refuses to sign, it should be so indicated. The supervisor should note on the Disciplinary Action form in the area reserved for the team member's signature. The team member may be subject to dismissal for refusal to acknowledge/sign the form.

The Disciplinary Action form documenting the misconduct and disciplinary action must be submitted to Human Resources for inclusion in the team member's official personnel file. A copy should be provided to the team member and a copy retained for the originating department supervisor.

E. <u>Suspension and/or Discharge</u>

If the team member elects for a pre-disciplinary hearing they do not serve a suspension or discharge until the pre-disciplinary process has concluded.

A team member may be suspended without pay or discharged by his/her immediate supervisor with the approval of the Department Director for reasons provided in the Code of Conduct and/or department rules. When the immediate supervisor and Department Director believe there is sufficient evidence to suspend or discharge a team member, the team member shall be given a Disciplinary Action form as written notice and the opportunity to respond to the

allegation prior to issuing the discipline. Suspensions shall be issued on a consecutive work day basis. Suspension for two or more offenses must be cumulative and cannot be served concurrently.

Pre-Disciplinary Procedure

1. When a team member requests a Pre-Disciplinary hearing, they shall receive a Disciplinary Action form as written notice of the alleged misconduct and proposed discipline at least one work day prior to the proposed hearing.

2. The hearing may be postponed or continued if the team member is not available or if the Department Director or designee finds reason for further investigation. The team member must appear at the hearing or request rescheduling for reasonable cause. Failure to appear at the hearing will otherwise forfeit the right to the Pre-Disciplinary Procedure. If circumstances warrant, the team member may be placed on leave, with or without pay, until a hearing is held.

3. The hearing shall be conducted by the Department Director, or designee in the absence of the Director.

4. The team member shall not be represented nor present witnesses, as this is an internal administrative process. When the team member's classification (job title) is included in a bargaining unit, a union official or steward may attend the hearing to the extent provided by law.

5. At the hearing, the Department Director, or designee, will explain the charge(s) and contemplated discipline. The team member shall have the opportunity to refute the charge(s) and provide supportive evidence which may include written statements by witnesses.

Disciplinary Recordkeeping

Suspension or discharge will be documented on a Disciplinary Action form which specifically describes the nature of the misconduct, the Code of Conduct offense(s), the department Team Member Employment Guidelines violated, if applicable, and the disciplinary action to be administered. The executed Disciplinary Action form must be submitted to Human Resources to be included in the team member's official personnel file with copies to the team member and the originating department.

Personnel Action Request (PAR) – The Supervisor/Manager initiating the discipline will oversee that a PAR is properly prepared and submitted to include the following information:

1. The total number of consecutive days including the beginning and ending dates of the suspension.

2. In the 'Reasons for Request' section of the PAR, the actual number of workdays on suspension shall be listed.

F. <u>Appeals to Disciplinary Actions</u>

Regular team members may appeal the disciplinary actions through either but not both procedures:

1. The Personnel Advisory Board grievance procedure as described in Section XIII:C.

2. The appropriate collective bargaining unit grievance procedure.

G. <u>Code of Conduct Offenses</u>

The Code of Conduct is designed to reflect the degree of severity of offenses. In each rule, consideration will be given to the severity of the misconduct, the cost involved, the time interval between violations, the length and quality of service records, and the ability of the team member concerned.

These disciplinary actions represent guidelines for the use of the supervisors in order to help ensure that all team members receive similar treatment in like circumstances. The facts of a particular case, however, may warrant some modification of the disciplinary action. Each case is to be considered individually in the light of all available facts. Examples given in any rule do not limit the generality of the rules. As stated in the Team Member Guidelines:

DISCIPLINARY GUIDELINES *ONE DAY IS EQUIVALENT TO 8 HOURS*		*S E V E R I T Y*			
		LEVEL ONE	*LEVEL TWO*	*LEVEL THREE*	*LEVEL FOUR*
17.	Loss of license, certification or other credentials through revocation, suspension, or expiration, required for employment where the City cannot make an accommodation for the period of loss (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).	Dismissal			
18.	Driving a motor vehicle while on the job without a valid drivers license class or valid vehicle type or valid vehicle endorsement for the appropriate vehicle.	Dismissal			
23.	Insubordination by refusing to follow a direct written or verbal order from a supervisor.	Dismissal			

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
25.	Falsifying or intentional omission of official or City records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.	Dismissal			
30.	Making false claims or misrepresentation in an attempt to obtain sick benefits, leave, insurance, or workers' compensation benefits.	Dismissal			
35.	Theft or attempted theft of City Property.	Dismissal			
38.	Use of one's City position or authority to either provide or obtain a fee, gift, or special favor.	Dismissal			
42.	Violation of the Drug-Free Workplace Policy as it relates to illegal substances.	Dismissal			
45.	Conviction or Commission of a felony.	Dismissal			

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
46.	Unauthorized possession of weapons or destructive devices on City property or during work hours.	Dismissal			
47.	Refusal to cooperate fully in any administrative and/or non-criminal work-related investigation.	Dismissal			
49.	Promotion of, or participating in, any work slow-down, stoppage, or strike.	Dismissal			
1.	Excessive absenteeism	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
2.	Tardiness, defined as reporting late for work or assignments or overextending breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
3.	Reserved.				

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
4.	Failure to report medical conditions and/or medications which may restrict the employee's performance of duties.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
5.	Criticizing orders, rules, policies, or the competence of other Team Members unless constructively communicated to a supervisor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
6. **EAP**	Threatening, intimidating, bullying or coercing other Team Members, or the public.	3-day Suspension	5-day Suspension	Dismissal	
7. **EAP**	Bullying, discourtesy or rudeness, which may include the use of profane, or abusive, or insulting language or action directed at another.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES *ONE DAY IS EQUIVALENT TO 8 HOURS*		*S E V E R I T Y*			
		LEVEL ONE	*LEVEL TWO*	*LEVEL THREE*	*LEVEL FOUR*
8.	Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
9. **EAP**	Provoking or instigating a physical fight on City property or during working hours.	3-day Suspension	5-day Suspension	Dismissal	
10. **EAP**	Physical fighting at any time on City property or during working hours.	5-day Suspension	Dismissal		
11.	Violating a safety rule or safety practice, or contributing to unsafe work conditions.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
12.	Creating or contributing to unsanitary conditions or poor housekeeping.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
13.	Failure to report an on-the-job accident, incident, or injury within the work shift.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
14.	Operating equipment or a vehicle on the job in an unsafe, reckless, or negligent manner.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
15.	Reserved.				

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
16.	Failure to immediately notify Department Director or immediate supervisor of any loss of license, certification, or other credentials through revocation, suspension, or expiration, required for employment or (incentive program) for which a Team Member is compensated (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, wastewater license, etc.).	3-day Suspension	5-day Suspension	Dismissal	
17.	*Listed at top of table*				
18.	*Listed at top of table.*				
19.	Quantity or quality of work is less than required standard of performance.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
20.	Negligence or carelessness in carrying out job duties.	Written	3-day Suspension	5-day Suspension	Dismissal
21.	Reserved.				

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
22.	Failure to comply with oral or written orders and instructions (including deadlines).	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
23.	*Listed at top of table.*				
24.	Knowingly punching the timecard of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.	5-day Suspension	Dismissal		
25.	*Listed at top of table.*				
26.	Leaving work early, wasting time, loitering, or leaving assigned work area during working hours without permission.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
27.	Absence without permission or authorized leave.	3-day Suspension	5-day Suspension	Dismissal	
28. **EAP**	Sleeping during working hours, unless otherwise provided, as in the Fire service.	3-day Suspension	5-day Suspension	Dismissal	

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
29.	Failure to work overtime, special hours, or special shifts, after being scheduled according to overtime and standby duty policies, or leaving a work assignment before being relieved.	3-day Suspension	5-day Suspension	Dismissal	
30.	*Listed at top of table.*				
31.	Engaging in an activity, or enterprise which creates a conflict of interest with one's duties, functions, and responsibilities as a City employee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
32.	Unauthorized use of City vehicle(s), or large equipment (rolling stock).	3-day Suspension	5-day Suspension	Dismissal	
33.	Unauthorized use or possession of City property, tools, chemicals, or machinery.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
34.	Destroying or damaging any city property or property of others.	5-day Suspension	Dismissal		
35.	*Listed at top of table.*				
36.	Failure to report outside employment.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
37.	Vending, soliciting, using the City's facilities in any way for personal monetary gain, or collecting contributions for any purpose on City time or at City facilities unless authorized by Department Director or designee.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
38.	*Listed at top of table.*				
39. **EAP**	Possession of an open intoxicating beverage or consumption of the same during employee work hours, meal periods and breaks.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

DISCIPLINARY GUIDELINES *ONE DAY IS EQUIVALENT TO 8 HOURS*		*S E V E R I T Y*			
		LEVEL ONE	*LEVEL TWO*	*LEVEL THREE*	*LEVEL FOUR*
40. **EAP**	Violation of the Drug-Free Workplace Policy as it relates to alcohol	5-day Suspension	Dismissal		
41. **EAP**	Off-duty consumption of an intoxicating beverage or illegal drug/substance or being under its influence or detection while wearing City uniforms or identification.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
42.	*Listed at top of table.*				
43.	Failure to immediately notify the Department Director or immediate supervisor of a criminal arrest, notice to appear, or criminal traffic citation.	5-day Suspension	Dismissal		
44. **EAP**	Conviction of a misdemeanor.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal
45.	*Listed at top of table.*				

DISCIPLINARY GUIDELINES ***ONE DAY IS EQUIVALENT TO 8 HOURS***		***S E V E R I T Y***			
		LEVEL ONE	***LEVEL TWO***	***LEVEL THREE***	***LEVEL FOUR***
46.	*Listed at top of table.*				
47.	*Listed at top of table.*				
48.	Reserved.				
49.	*Listed at top of table.*				
50.	Reserved.				
51.	Unauthorized access, or causing unauthorized access, to any information system with malicious intent.	5-day Suspension	Dismissal		
52. **EAP**	Any action or inaction considered to be misconduct or a violation of City or departmental rules or policies not heretofore listed.	Written Reprimand	3-day Suspension	5-day Suspension	Dismissal

ADMINISTRATIVE POLICIES

Note: The following Administrative Policies are added to the Team Member Handbook as a convenience. To be certain you have the most current policy when needed, please reference the Administrative Policies listed www.TeamLargo.com.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES	
Policy: Drug Free Workplace	Policy Number: E-01-04
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: July 1, 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; phensyclidine (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	Phenecyclidine	
Metabolite of any of 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 Team Member Employment Guidelines, 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 Team Member Employment Guidelines, 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
- Barbituates
- 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 Team Member Employment Guidelines, 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 Team Member Employment Guidelines, 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 co-worker'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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Discrimination and Harassment	Policy Number: E-01-10
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: October 7, 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.

- **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 it not sustained, are not subject to disciplinary action.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Ethics	Policy Number: E-01-21
Policy Manager: Human Resources	
Effective Date: February 1, 2020	Preceding Policy Date: January 25, 2008

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.

POLICY

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 team member 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.

1. 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.

2. 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.

3. 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 Team Members, including officers and Team Members of municipalities.

The declared policy of this law is to prohibit any public officer or team member 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, team member 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, team member...would be influenced thereby."

If an officer or team member 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 team member 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 team member 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 team member 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 team member 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 team member 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 Team Members 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 a Team Member 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

3. Policy

    a. Outside Employment

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

- Team member 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 team member must furnish the name, address, and telephone number of someone who will know his/her whereabouts.
- The team member 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 team member's department director, the outside employment must not present a conflict of interest with City employment.

If any time outside employment interferes with a Team Member's job requirement or performance for the City, the department director may require the team member's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

    b. Gratuities

- No team member shall solicit directly or indirectly any gratuity regardless of value from any person.
- No team member 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 team member would be influenced thereby.
- A Team Member 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.
- A Team Member 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 Team Members 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.

- Team Members 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 a Team Member 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 team member, which is not otherwise available to other patrons.

c. Honoraria

A City team member may not accept an honorarium from anyone seeking to influence the governmental decision-making of the team member or the City, or who seeks to encourage the passage, defeat, or modification of any proposal or recommendation of the team member 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 team member may not attend an event on City time for which an honorarium is received. If only actual expenses are received, then the team member's department director must approve attendance on City time.

d. Divulgence of Information

No team member 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 team member or the recipient in a position of advantage over the general public, and thereby constitute a violation of public trust.

e. Coercion

A Team Member is prohibited from using or allowing a family member to use the team member'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 team member has family, business, or financial ties.

f. Interest in contract with City - Team Members of the City

No team member 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 team member 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 team member of the City, when the approval, concurrence, decision, recommendation or advice of such team member 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.

g. Penalty

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

4. Reporting Incidents of Potential Violation of Ethics Policy

City Team Members are required to promptly report all perceived violations of the City's Ethics Policy. If the team member 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 team member must report the perceived violation to the Department Director, Assistant Director of Human Resources or the Human Resources Director.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Workplace Appearance and Attire	Policy Number: E-01-03
Policy Manager: City Manager	
Effective Date: October 1, 2021	Preceding Policy Date: February 1, 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.Team MembersTeam Members

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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Tobacco Free Workplace	Policy Number: E-01-13
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: March 1, 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 - FL Presumption Law).

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Notice of Privacy Practices/HIPAA	Policy Number: E-04-26
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: March 4, 2004

POLICY

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.

- When required by law.

5. 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.
6. 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.
7. 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).
8. 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.

9. When required for law enforcement purposes (for example: to report certain types of wounds).

10. 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.

11. 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.

12. The Plan may use or disclose PHI in connection with certain research activities.

13. 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.

14. 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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Emergency Pay Policy	Policy Number: EM-21-01
Policy Manager: Human Resources	
Effective Date: March 1, 2021	Preceding Policy Date: September 1, 2018

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. Team Members not required to report to work will receive their normal pay.

2. The Executive Team Members (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 Team Members, and PBA Supervisory Team Members will be paid at their regular hourly rate of pay for all hours worked in excess of a 40 hour workweek. Such Team Members may elect to receive flex time off in lieu of extra pay, subject to Department Director approval. Hours worked do not include rest time.

   IAFF supervisory Team Members will be paid at their regular hourly rate for all hours worked in excess of their normally scheduled workweek. Such Team Members may elect to receive flex time off in lieu of extra pay, subject to Department Director approval. Hours worked do not include rest time.

4. The Professional Team Members, 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 Team Members will be paid time-and-a-half for all hours worked in excess of a 40 hour workweek. Full-Time and Part-Time Team Members 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 Team Members may elect to receive flex time off in lieu of extra pay, subject to department director approval.

5. Full-time represented Team Members 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 Team Members will be paid time-and-a-half for all hours worked in excess of a 40 hour workweek. Full-time and Part-time Team Members will be compensated for rest time the same as work time when required to remain on City property.

6. Team Members released from work and permitted to leave City property during rest periods will not be compensated for such time. In addition, if these Team Members choose to remain on city premises, they must rest and not engage in work.

7. Team Members will receive normal holiday pay, if eligible.

8. Team Members may be required to work alternative schedules in place of their normally scheduled work time.

9. All Team Members 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 Team Members who work during the emergency, hours worked will include approved paid leave.

10. Team Members who cannot return to work after the emergency operations due to circumstances outside the City's control must use applicable leave time.

11. Team Members 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. Team Members performing primary responder duties will be required to work as deemed necessary by the City Manager or Assistant City Manager, Department Director or designee. Team Members who are required to work but do not report to their work assignment during emergency operations will be terminated.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Team Member Referral Incentive Program	Policy Number: E-07-28
Policy Manager: Human Resources	
Effective Date: April 15, 2021	Preceding Policy Date: April 2, 2007

PURPOSE

The purpose of this program is to increase awareness that every team member is a "talent scout" and to reward those Team Members who refer qualified, competent hires.

POLICY

All Team Members 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 Team Members for referring candidates who are hired to fill regular full-time positions.

PROCEDURE

A. Eligibility

Team Members not able to receive the incentive:

- Human Resources Department Team Members
- Department Directors and Senior Management
- Supervisors or Team Members 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 team member of the City of Largo.

The new team member referral may not be a spouse or dependent of a Team Member.

B. Procedure

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

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

C. Payment of Awards

- Both the recipient and the new team member must be active Team Members at the time the award is paid
- The Team member Referral Incentive will be paid when the new team member is hired
- Recruiting awards are considered taxable and are subject to applicable Federal, State and local taxes

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Team Member / Manager of the Quarter	Policy Number: E-07-29
Policy Manager: Human Resources	
Effective Date: October 1, 2021	Preceding Policy Date: January 9, 2014

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.

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

PURPOSE

The City provides flexible benefits to Team Members, when possible and practical. Offering a personal computing device purchase program by utilizing a cash-out of accrued vacation leave provides benefit flexibility to Team Members, 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 a Team Member 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 Team Members: Regular full-time and part-time Team Members may cash-out accrued vacation balances in whole hour increments. Team Members must have taken at least 50% of their annual vacation leave earned in the previous fiscal year. Team Members may cash-out vacation leave once every twenty-four (24) months.

Eligible Vacation Leave: The cash-out may not reduce a Team Member'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 Team Members 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.

   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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Security and Security Inspection	Policy Number: F-01-02
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: March 1, 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 727-587-6716 option: 0 or 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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Employee Assistance Program (EAP)	Policy Number: E-14-01
Policy Manager: Human Resources	
Effective Date: January 1, 2022	Preceding Policy Date: October 1, 2021

POLICY

The City of Largo has a Team Member 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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Social Media	Policy Number: E-11-33
Policy Manager: Administration	
Effective Date: January 1, 2020	Supersedes Policy: social Media October 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 Team Members. 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. Team Members 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 Team Members.

- Does not include the posting of inappropriate or illegal matters or harassment and threats of violence or similar inappropriate or unlawful conduct.Page 113 Revised December 1, 2020

- 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 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.

- 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.

g) 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.

h) 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.

i) The Office of Communications & Engagement may post city-wide information on any City social media page.

j) 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.

k) 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.Page 115 Revised December 1, 2020

• 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 Team Members. 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 Team Members.

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. Futhermore, 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 Team Members 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 Team Members, 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. 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 a Team Member'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.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Technology Acceptable Use Agreement	Policy Number: T-04-09
Policy Manager: Information Technology	
Effective Date: November 1, 2018	Preceding Policy Date: January 1, 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 whiles 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 know 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 part 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 a Team Member 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 form 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. Team Members 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 a Team Member'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 a Team Member'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 a Team Member'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 a Team Member'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. Team Members 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. Team Members 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 Team Members 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. Team Members 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 a Team Member's electronic message usage, or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform a Team Member's Department Director of violations and/or unusual activity.
4. Team Members may send City business related electronic message to any individual, team or group within or outside of the City, but, not to all Team Members. The City Manager determines which Team Members in the Administration Department, Human Resources

Department and IT Department have additional authority to send electronic messages to all Team Members 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 non public 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 a Team Member, 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 fo 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

Team Members 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 a Team Member accidently 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 sire, if it is available.
3. There may be times when a Team Member, 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 a Team Member's Internet activity or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform a Team Member's Department Director of violations and/or unusual activity.

Telecommunications

City provided telecommunications equipment, both land line and cellular, is provided based on a Team Member'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 a Team Member'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 Team Members 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 devise 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, Team Members who are eligible to participate in the City's BYOD program:

Position Classification	**BYOD Eligible**	**BYOD Stipend Eligible**
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 a Team Member's personal device for City business in instances that include, but are limited to, when a Team Member 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. Team Members 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, a Team Member 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 a Team Member'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 a Team Member's personal device becomes in operatable 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 a Team Member 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 a Team Member'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 a Team Member 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 a Team Member 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 with out 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 Team Members 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) Team Members utilize their personal cellular telephone (smartphone) for City business.
    a). Cellular Voice/Data Service via a Smartphone – Should a Team Member 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 reservice 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 fo the City Manager, when an extra-ordinary expense is incurred by ta Team Member 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 of 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.

TEAM MEMBER BENEFIT HIGHLIGHTS

Largo Lifeline Benefits Booklet

Medical, dental, vision, life insurance, retirement programs, long-term disability and other benefits such as tuition reimbursement, recreational membership card, fitness center, flu shots, service recognition, Team Member discounts and smoking cessation are outlined in the annual Largo Lifeline, obtained www.TeamLargo.com.

Pay Slips

Notice of deposits are distributed on the Friday after the end of each pay period. Pay periods run two weeks and begin on Sunday and end on Saturday. If you begin work on the first Monday of a pay period, you will work three weeks before you receive your first pay, which will cover two weeks. If you begin work on the second Monday of a pay period, you will work two weeks before you receive your first pay, which will be for one week. Direct deposit is the safest way to be paid.

Other Leaves of Absence

Jury duty, military reserve duty, active military service, special meetings, promotional examinations, training, education, bereavement leave, and personal option leave. Refer to the Team Member Employment Guidelines, Administrative Policies and Procedures, and/or the applicable bargaining unit agreement for more information found on TeamLargo.com.

Team Members may be eligible to take a leave of absence without pay up to a maximum of twelve months, if approved by the Department Director and City Manager, except as provided in the guidelines of the Family and Medical Leave Act.

Recreation Passes for Team Members and Household Members

A free recreation membership pass is available for all regular full and part time Team Members of the City of Largo and for their family members living in their household. A free recreation membership pass is also available to Team Members desigated Temporary or Variable. Activities and programs are not free.

A free fitness pass is available for all regular full and part time Team Members of the City of Largo; however, family members must pay for their fitness passes and fitness room fees. Fitness room use is during regular business hours. Highland Recreation Complex fitness room has twenty-four (24) hour access available to

full and part-time REGULAR Team Members only. A separate application for 24 hour access to Highland fitness room must be filled out. Ask a staff member for assistance.

Lap swimming, at Southwest Pool only, is available free of charge to Team Members only. Family members must pay for their pool use. Regular pool hours apply.

Independent Contractors must pay for any recreation passes and all activities.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) was enacted into law on February 5, 1993. Through FMLA, the City provides up to twelve (12) weeks of family/medical leave of absence, as needed concurrent with approved Family/Medical Leave. After all available sick leave has been exhausted, the Team Member will substitute paid personal option, and vacation leave to a maximum balance of forty (40.0) hours vacation to be saved at the Team Member's discretion. For purposes of this policy, the leave covers birth, or placement of a child for adoption, or for foster care; the care of the Team Member's child, spouse, parent or self with a serious health condition. The serious health condition includes but is not limited to, inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

FMLA states that Team Members are eligible for Family/Medical leave only after having completed twelve (12) months of service with the City and having worked at least 1250 hours in the 12 consecutive months preceding the start of the leave. When FMLA leave is granted, the City will maintain health insurance coverage for the duration of the leave. The Team Member will be responsible for payment of any bi-weekly payroll deduction for health coverage, dental insurance, supplemental life, flexible spending account, etc. If the Team Member fails to return after leave has expired, the FMLA allows the employer to recover premiums paid on behalf of the Team Member to maintain health insurance coverage during the FMLA leave.

Eligible Team Members should inform their supervisors at least thirty (30) days in advance of a foreseeable leave. Proper notification of this leave is required and appropriate documentation must be submitted.

When a Team Member uses FMLA leave related to a serious health condition, a Medical Certification Form, completed by a physician will be required, unless the leave pertains to the Team Member's Workers' Compensation claim, in order to qualify for the benefits given through the Family and Medical Leave Act. The City

will not be responsible for contacting the doctors, hospitals, etc. to obtain required documentation. The Medical Certification Form is available from the Human Resources Department. When the leave is foreseeable, the Team Member should provide the medical certification before the leave begins. When this is not possible, the Team Member must provide the requested certification within the time frame required by the City; which must allow at least 15 calendar days after the City's initial request. If the City has a question as to the validity of the medical certification form, the City can require additional relevant documentation.

If a Team Member's work-related injury is determined to qualify for FMLA leave, the Workers' Compensation leave and FMLA leave will be debited concurrently. The FMLA medical certification form is not necessary for debiting FMLA leave concurrently with Workers' Compensation leave. The medical information generated from the Workers' Compensation case will be sufficient.

Eligible Team Members are entitled to take up to twelve (12) weeks of Family/Medical Leave during a designated twelve (12) month period. For the purpose of calculating and Team Member's annual FMLA leave allotment, the City will use a rolling twelve (12) month period. The twelve (12) month period will commence with the first day an absence occurs for an identified FMLA purpose and run for twelve (12) months from that date. Team Members returning from medical leave (other than intermittent leave) due to their own serious health condition must submit a health care provider's verification of their fitness to return to work.

The FMLA Medical Certification Form provides pertinent information to the City. Changes in this information should be promptly reported to the Human Resources Department. Other information this form verifies includes but is not limited to:

1. The date the serious health condition began for the patient.
2. The estimated return to work date.
3. If a serious health condition is that of a family member, an estimated duration of leave from the Doctor will be required.
4. If a serious health condition requires intermittent leave, the Team Member should give notice of the need for intermittent leave in writing. Notice must be submitted to the Team Member's supervisor at least thirty (30) days prior to a foreseeable leave. In addition, the Team Member must provide documentation from the health care provider for

any intermittent leave that does not require follow up treatment, (i.e., diabetes, care of a family member covered by FMLA, etc.)

When FMLA leave ends, the Team Member will be reinstated to the same position, if available, or to a position equivalent in pay, benefits, and other terms and conditions of employment, for which the Team Member is qualified.

Military Exigency Leave, enacted effective January 16, 2009, may be authorized for a Team Member whose parent, spouse, or child of any age in the National Guard or Reserves is Federally called to or on active military duty.

Exigency Leave may be used for only the following examples:

1. short-notice deployment (less than 7 days);
2. military events and related activities;
3. childcare and school activities;
4. financial and legal arrangements;
5. counseling activities;
6. rest and recuperation activities;
7. post-deployment activities;
8. activities that arise out of the military member's active duty/call to active duty, and the City and Team Member mutually agree on both the timing and duration of the leave.

Military Caregiver Leave, enacted effective January 16, 2009, may be used, up to 26 weeks, by an Team Member who is the closest blood relative caregiver of a service member in the regular armed forces, National Guard, or Reserves who has incurred a serious injury or illness in the line of duty while on active duty.

Refer to the Team Member Guidelines, www.TeamLargo.com

Overtime

The rate of overtime pay for eligible Team Members is one and one-half times base rate for all actual time worked in excess of 40 hours, except in classifications which are scheduled on a base over 40 hours. Department Directors may authorize or direct a Team Member to work overtime when necessary in order to meet operating needs. Each Department Director shall maintain records of all overtime worked by Team Members in his/her department. Standby time, funeral leave, jury duty, annual military leave, and other absences from work while on active pay status will not be counted as time worked for overtime computations. For the purpose of overtime computation only, paid vacation, personal option, holidays, sick leave, and excused absences during emergency conditions shall count as time worked.