

# Anastasia Mosquito Control District

of St. Johns County



District Board Meeting  
**JULY 9, 2020**  
Thursday at  
**5:00 P.M**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## **BOARD OF COMMISSIONERS**

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Don Girvan, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Gary Howell, Commissioner



## **DISTRICT DIRECTOR**

Dr. Rui-De Xue



## **AGENDA**

THURSDAY, JULY 9, 2020  
5:00 P.M.

### **1. CALL TO ORDER**

### **2. INVOCATION ~ Commissioner Howell**

### **3. PLEDGE OF ALLEGIANCE**

*PLEASE, TAKE THIS TIME TO SILENCE YOUR CELLPHONES! THANK YOU!*

### **4. ROLL CALL:**

### **5. NOTICE from CHAIRPERSON: Recent Letter of Former Employee ~ Commissioner Jeanne Moeller (Item added to Final Agenda)**

### **6. CITIZEN PARTICIPATION (FOR ITEMS NOT ON THE AGENDA)**

### **7. APPROVAL OF THE AGENDA: ADDITIONS, CORRECTIONS OR DELETIONS**

### **8. APPROVAL OF THE CONSENT AGENDA:** Items on the Consent Agenda are defined as routine in nature, not warranting detailed discussion or individual action by the Board; therefore, all items on the Consent Agenda shall be approved and adopted by a single motion, second and vote by the Board. Items on the Consent Agenda are not subject to discussion. Any member of the Board may remove any item from the Consent Agenda simply by verbal request at the Board meeting. Removing an item from the Consent Agenda does not require a motion, second or vote; it would simply be a unilateral request of an individual Board member and this item would then be added as the last item under New Business.

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, June 11, 2020 at 5:00 P.M.
5. DACS Work Plan Narrative
6. Fish Island Arthropod Control Plan
7. Approval of Amended Contract and Cost for Payroll Module
8. Public Hearing Dates:
  - a. First Public Hearing, Thursday, September 10, 2020 at 5:30 P.M.
  - b. Final Public Hearing, Thursday, September 24, 2020 at 5:30 P.M.
9. Aircraft Hull and Liability Insurance Renewal (*added to FINAL Agenda*)
10. Quarterly Budget Analysis
11. Budget Amendments ~ NONE

## **9. UNFINISHED BUSINESS**

1. Construction Project Update Report ~ *Mr. Glen Harrell, President, Harrell Construction Company, Inc.*
2. Discussion on the Revised Employee Manual for Approval August 13, 2020 ~ *Mr. Wayne Flowers*
3. 2019 Collaborative Projects and Visiting Scientists Reports (Ppt) ~ *Dr. Rui-De Xue*

## **10. NEW BUSINESS**

1. Discussion and Approval of Recommendation of Tentative Millage Rate at 0.2050 for FY 2020/2021 ~ *Dr. Rui-De Xue*
2. Discussion and Approval of DACS Work Plan Budget FY 2020/2021 (Deadline July 15<sup>th</sup>) ~ *Dr. Rui-De Xue*

## **11. REPORTS**

1. Director
2. Attorney

## **12. COMMISSIONER COMMENTS:**

## **13. ATTACHMENTS – FOR INFORMATION PURPOSES ONLY**

1. None

## **14. ADJOURNMENT**

### **Announcements/Upcoming Meetings:**

- August 13, 2020 Regular Board Meeting at 5:00 P.M. All items for inclusion in the August 13, 2020 Agenda must be received by 4:00 P.M., no later than August 3, 2020.

**NOTE:** Pursuant to Section 286.0150, Florida Statutes, if an individual decides to appeal any decision made by the District Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

**NOTE:** In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Charolette M. Hall at (904) 471-3107, prior to the meeting in order to request such assistance.

A Proposed Agenda and a complete copy of the materials for this Agenda is available is on AMCD's web site at ([www.amcdsjc.org](http://www.amcdsjc.org)) or at the District Office.





**ANASTASIA MOSQUITO CONTROL DISTRICT  
ST. JOHNS COUNTY**

**PROPOSED AGENDA**

Thursday, July 9, 2020  
5:00 P.M.

**Invocation and Pledge:** *Commissioner Howell*

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, June 11, 2020 at 5:00 P.M.
5. DACS Work Plan Narrative
6. Fish Island Arthropod Control Plan
7. Approval of Amended Contract and Cost for Payroll Module
8. Public Hearing Dates:
  - a. First Public Hearing, Thursday, September 10, 2020 at 5:30 P.M.
  - b. Final Public Hearing, Thursday, September 24, 2020 at 5:30 P.M.
9. Quarterly Budget Analysis
10. Budget Amendments ~ NONE

**Unfinished Business:**

1. Construction Project Update Report ~ *Mr. Glen Harrell, President, Harrell Construction Company, Inc. (10 min)*
2. Discussion on the Revised Employee Manual for Approval on August 13, 2020 ~ *Mr. Wayne Flowers (15 min)*
3. 2019 Collaborative Projects and Visiting Scientists Reports (Ppt) ~ *Dr. Rui-De Xue (15 min.)*

**New Business:**

1. Discussion and Approval of Recommendation of Tentative Millage Rate FY 20/21 ~ *Dr. Rui-De Xue (10 min)*
2. Discussion and Approval of DACS Work Plan Budget FY 2020/2021 (Deadline July 15<sup>th</sup>) ~ *Dr. Rui-De Xue (15 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** FOR INFORMATION PURPOSES ONLY

1. None



# CONSENTS

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## 2020 MEMO

DISTRICT DIRECTOR

*Dr. Rui-De Xue*



BOARD OF COMMISSIONERS:

*Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Don Girvan, Secretary/Treasurer  
Gary Howell, Commissioner  
Gina LeBlanc, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: July 01, 2020

RE: Treasurer's Report and Vouchers

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Due to the fact that Board Books must go out today, Wednesday, July 1, 2020, (as Thursday is the observance for the Independence Day Holiday) and the fact that the Financial information isn't available until after noon on the 1<sup>st</sup>, or later, the Treasurer's Report and Vouchers will be printed and put on the Board table for each of you, next week for the Board meeting on Thursday, July 9, 2020.

Please let Mr. Hanna know, if you have any questions prior to that.







# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

## CHEMICAL & FUEL INVENTORY

MONTH OF MAY 2020

### DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	33,176.00				33,176.00	2645.00	30,531.00	30,531.00	0.00
ALTOSID XR LBS.	431.00				431.00	172.00	259.00	259.00	0.00
ALTOSID XRG LBS.	13,780.00				13,780.00	425.00	13,355.00	13,355.00	0.00
AQUABAC XT GALS.	0.00				0.00	0.00	0.00	0.00	0.00
AQUALUER 20-20 GALS.	267.50				267.50	0.00	267.50	322.50	55.00
B. t. i. DUNKS (Doughnuts) EA.	1,633.00				1,633.00	97.00	1,536.00	1,536.00	0.00
COCO BEAR GALS.	138.11				138.11	1.23	136.88	136.88	0.00
DUET GALS.	466.50				466.50	0.50	466.00	465.75	-0.25
MOSQUITOMIST TWO GALS.	185.00				185.00	0.00	185.00	185.00	0.00
NALED GALS.	749.00	600.00			1,349.00	0.00	1,349.00	1,349.00	0.00
NATULAR DT EA.	10,127.00				10,127.00	0.00	10,127.00	10,127.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	1,520.00				1,520.00	440.00	1,080.00	1,080.00	0.00
TALSTAR P GALS.	28.25				28.25	2.81	25.44	25.57	0.13
VECTOBAC 12AS GALS.	225.16				225.16	5.94	219.22	219.23	0.01
GASOLINE GALS.	3,130.00				3,130.00	1231.33	1,898.67	1,891.00	-7.67
JET A GALS.	2,671.00				2,671.00	161.01	2,509.99	2,524.00	14.01
TOTALS	68,571.52	600.00	0.00	0.00	69,171.52	5181.82	63,989.70	64,050.93	61.23

PREPARED BY: Kay Starnes

REVIEWED BY: Jeff Ham

REVIEWED BY: David Hill

DATE: 6/29/20

DATE: 6/30/20

DATE: 6/30/20

BASE=	64,050.93
Total	64,050.93

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
CHEMICAL & FUEL INVENTORY**

**VALUE**

MONTH OF MAY 2020

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	30,531.00	\$0.8400	\$25,646.04	✓ 12/13/19	UNIVAR
ALTOSID XR LBS.	259.00	\$3.42	\$885.70	✓ 4/26/19	UNIVAR
ALTOSID XRG LBS.	13,355.00	\$8.7500	\$116,856.25	✓ 12/13/19	UNIVAR
AQUABAC XT GALS.	0.00	\$32.5000	\$0.00	✓ 9/24/18	ADAPCO
AQUALUER 20-20 GALS.	322.50	\$118.0000	\$38,055.00	✓ 7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,536.00	\$0.8550	\$1,313.28	✓ 4/30/19	ADAPCO
COCO BEAR GALS.	136.88	\$20.4800	\$2,803.30	✓ 7/16/18	CLARKE
DUET GALS.	465.75	\$194.3184	\$90,503.79	✓ 12/6/19	CLARKE
MOSQUITOMIST TWO GALS.	185.00	\$68.2800	\$12,631.80	✓ 8/13/18	CLARKE
NALED GALS.	1,349.00	\$220.3500	\$297,252.15	✓ 5/28/20	ADAPCO
NATULAR DT EA.	10,127.00	\$0.4168	\$4,220.93	✓ 9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	✓ 5/10/10	ADAPCO
SUSTAIN MBG LBS.	1,080.00	\$6.9000	\$7,452.00	✓ 1/7/19	ALLPRO
TALSTAR P GALS.	25.57	\$57.8273	\$1,478.64	✓ 8/9/19	UNIVAR
VECTOBAC 12AS GALS.	219.23	\$32.5000	\$7,124.98	✓ 6/26/19	ADAPCO
GASOLINE GALS.	1,891.00	\$2.2641	\$4,281.41	✓ 10/23/19	L. V. HIERS
JET A GALS.	2,524.00	\$2.6051	\$6,575.27	✓ 5/20/19	Avfuel
<b>TOTAL</b>	<b>64,050.93</b>	<b>\$954.46</b>	<b>\$625,183.16</b>		

PREPARED BY: Gay Young DATE: 6/29/20

COST FIGURES REVIEWED BY: Scott Jim DATE: 6/30/20

REVIEWED BY: Scott Jim DATE: 6/30/20







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## BOARD OF COMMISSIONERS

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Don Girvan, Secretary/Treasurer  
Gary Howell, Commissioner  
Gina LeBlanc, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, June 11, 2020

Next Meeting(s): Thursday, July 9, 2020 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, June 11, 2020, at 5:00 P.M.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson  
Mrs. Trish Becker, Vice-Chairperson  
Mr. Don Girvan, Secretary/Treasurer  
Mr. Gary Howell, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney

Absent:

Mrs. Gina LeBlanc, Commissioner *(date conflict due to a family event)*

Chairperson Moeller called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Moeller noted ~ All were present except Commissioner Gina LeBlanc.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~

- Mr. Howard McGaffney, 162 South Prairie Lakes Drive, St. Augustine, FL 32084. Mr. McGaffney introduced himself; he is a Special District's Manager that manages many special Districts throughout Florida; he is also a candidate for Seat 3 Commissioner for the Anastasia Mosquito Control District and was a coach at St. Augustine High School up until last year. He stated he appreciates what the Board and staff do for the public.

**APPROVAL OF AGENDA:** Chairperson Moeller called for approval of the Agenda.

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Howell
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

- Commissioner Becker commented on Consent Item 5: "Reopen Bank of America Account". She questioned whether they would be a good bank as they didn't seem to care about the people, but after considerable investigation and phone calls with all banks on the list, she realized Bank of America was the best choice for us; they also had 24 hour customer service ability.

**APPROVAL OF CONSENT AGENDA: Chairperson Moeller called for approval of the Consent Agenda.**

**A. A motion was made to approve the Consent Agenda as presented.**

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: May 14, 2020 at 5:00 PM
5. Reopen Bank of America Account
6. National Fish & Wildlife Foundation (NFWF), National Coastal Resilience Fund (CRF) Collaborative Grant Submission
7. FY2019/2020 Surplus
8. Purchase approval for Real Time PCR Machine for Emergent Situations (\$38,500)
9. Budget Amendments ~ \$1,361.20 from Receipts (Misc. Refunds {Prior Year Expenditures}) to Expenditures (Capital Outlay: Machinery & Equipment)

**UNFINISHED BUSINESS:**

**Item 1: Approval of the Revised Dress Code Policy ~ Mr. Wayne Flowers**

- Mr. Flowers stated that based on the May Board meeting comments, he added the last part of the General Guidelines on the Dress Code policy to include wearing head coverings for situations not defined in the policy and recommends approval of the revised policy.

**A. A motion was made to approve the Revised Dress Code Policy as presented.**

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: Extension for the Approval of the Revised Employee Handbook to the July Agenda ~ Mr. Wayne Flowers**

- Mr. Flowers stated he would like additional time to work on this and bring it back to the July Board meeting.

**There was a consensus of the Board for the extension of the Revised Employee Handbook to the July Agenda.**

**Item 3: 2019 Intern Projects Report (Ppt) ~ Dr. Rui-De Xue**

- Dr. Xue stated there were 60 interns trained here at AMCD since 2005 and that this program enhances our mosquito control program through education and applied research, as well as, new technologies being evaluated and developed to benefit our employees and mosquito control. In 2019, 8 interns were trained, 6 funded by grants and 2 funded by AMCD. The 2019 interns were: Mandi Pearson, W. Univ. of N. Carolina, Toxic Sugar Bait against *Aedes aegypti* and Keystone Virus Survey, along with EEE/WNV Project; Lea Bangonan, W. Univ. of N. Carolina, EEE/WNV Project and Keystone Virus Survey; Courtney Cunningham, Flagler College, (now promoted to a full time AMCD Mosquito Control Technician) SIT in St. Augustine, FL Project; Jacob Dilla, Univ. of N. FL, Evaluation of 3 modified (AGO, BG Bowl, CDC Gravid Traps) baited with BG Lure for collecting *Aedes* mosquitoes; Nicholas Acevedo, Univ. of N. FL, Dyna Trap and CDC Light Trap Comparison and Infusion Water and *Culex quinquefasciatus*; Caroline Blunck, Flagler College, Continuation of Evaluation of Wolbachia Infected Male Mosquito Release; Catherine Whippen, Univ. of N. FL, Behavior & Repellents; and Aye McKinney, Univ. of N. FL, Accounting Intern.

○ **THERE WAS NO MOTION ON THIS ITEM**

**NEW BUSINESS**

**Item 1: Discussion and Approval of the Renewal of the Auditor's Contract ~ Commissioner**

*Don Girvan, Committee Chairperson*

- Commissioner Girvan stated how well Ms. Klein and her firm have done with the audit in a highly professional manner and that she is holding her fee to the same as last years. He recommended approval of the renewal of the contract.
- A. **A motion was made to approve the Renewal of the Auditor's Contract with Ms. Julieann Klein, of Lombardo Spradley & Klein, CPA's.**
  - Motioned by: Commissioner Girvan
  - Seconded by: Commissioner Becker
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 2: FY2020/2021 Draft Budget Discussion ~ Board Members and Dr. Rui-De Xue**

- Dr. Xue stated this is the first draft of the budget for fiscal year 2020/2021 and would like input from the Board and then in July staff will present a new draft budget. July 9<sup>th</sup> Board meeting is where the work plan budget and tentative millage rate will need approved. The Final Public hearing is September 24<sup>th</sup> where the final vote will be for the Millage rate and budget. Some commissioners raised reservations on continuing with the Education Center at this time due to the COVID-19 virus and economic situation and possibly reducing the millage rate this year. However, one commissioner stated people are listening more to scientists now because of the virus and is in favor of moving forward with it. They also talked about Dues and Memberships with the Florida Mosquito Control Association as many entities including Lee County and incoming FMCA president, as well as others are not paying sustaining dues to FMCA because they want an audit done first to find out where the money is being utilized and that AMCD should follow suit in not paying the sustaining dues or the memberships for all 32 employees, just pay the membership for the five Board members and Dr. Xue this year, until an audit is done.



- A. **A motion was made to approve suspending AMCD's 2020 sustaining dues to the Florida Mosquito Control Association and the need to have them provide an audit before we pay the following year's sustaining dues.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**PUBLIC COMMENT:** Mr. McGaffney asked about monthly Budget Amendments and requested getting with Dr. Xue and the CFO to understand the AMCD financials. He was assured he was welcome to contact Dr. Xue to do so.

**REPORTS:**

1. **Director** ~ Dr. Xue; we are doing in-house testing and all chicken surveillance was negative; he has frozen all full time hiring; is requiring all expenditures over \$500 to be approved by him first; Grants: DOD Project Grant will provide \$750,000 and MGK may give us an additional \$100,000 for a grant project.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

**COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ thanked Dr. Xue and the District staff for giving her family a tour of the facility; has been organizing Black Life Matters Peace protests in town as an elected official in general and stated it is important to use our voices for safety and the well-being of the public.

**Commissioner LeBlanc** ~ absent

**Commissioner Moeller** ~ glad that we approved Consent Item #6 as that is the collaboration with GTMNERR, which is our federal lands, to get a grant and we need to work with Dr. Shirley on this; Listened to an FMCA Zoom meeting and the FMCA Board wanted to eliminate the Co-Chair (Sue Bartlett from Volusia County) but Commissioner Moeller motioned that the Chair and Co-Chair stay in until November when the New Chair comes in - 19 of 20 members supported the motion. She asked AMCD Commissioners to become more involved in FMCA; she is considering running for the N.E. Regional Chair position in place of Mr. Peter Jiang. Lee County is not doing the FLY-In class next year - the cost is high, as they also provide breakfast and lunches and it was suggested AMCD host it, however, we don't have the staff or the space to do so. Thanked the staff for all they do.

**Commissioner Girvan** ~ the work that went into the budget preparation was extensive, all key members of staff did a fine job; suggested that the 2 years of experience needed for the Junior Accountant job description, that was already approved, include intern experience; we should include major universities and schools in Georgia in our intern programs; thanked the staff for all they have done.

**Commissioner Howell** ~ we serve and protect the people, that's our mission and our job; our website needs to be ADA compliant; commented on a service request done by Mike Phillips and that he did a wonderful job; AMCD is the #1 mosquito control; and thanked all the commissioners.

**PUBLIC COMMENT:** Mr. McGaffney stated special districts are being sued for their websites not being ADA compliant and it appears AMCD's website is not ADA compliant. Ms. Hall assured him that the staff are in the process of a new website design and Mr. Weaver and Mr. Zeszutko are working closely with the company doing the new website design and this has been discussed and is being worked on for the new website to be ADA compliant.

**ATTACHMENTS: ~**

1. *None*

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:47 P.M.

**ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Jeanne Moeller**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Don Girvan**

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.*







NICOLE "NIKKI" FRIED  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

OPERATIONAL WORK PLAN FOR MOSQUITO CONTROL

FISCAL YEAR 20 20 / 20 21

Section 388.341, F.S. and 5E-13.022, F.A.C.  
Telephone: (850) 617-7911; FAX (850) 617-7939

Submit to:  
Mosquito Control Program  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

<b>I. COUNTY OR DISTRICT:</b> Anastasia Mosquito Control District of St. Johns County							
<b>II. CHEMICAL</b>							
<b>METHOD OF DISPERSAL</b>							
	<b>Ground Dispersal</b>			<b>Aerial Dispersal</b>			
<b>ADULTICIDES</b> Please Reference Enclosed Chemical Data Sheet Be Sure To List % of Active Ingredient	<b>U</b> <b>L</b> <b>V</b>	<b>T</b> <b>H</b> <b>R</b> <b>M</b>	<b>O</b> <b>T</b> <b>H</b> <b>R</b>	<b>U</b> <b>L</b> <b>V</b>	<b>T</b> <b>H</b> <b>R</b> <b>M</b>	<b>O</b> <b>T</b> <b>H</b> <b>R</b>	<b>PROJECTED PURCHASE (GALLONS)</b>
Aqualuer: 20% Permethrin, 20% PBO 769-985	X						220 Gallons
Dibrom: 87.4% Naled 5481-480				X			900 Gallon
DUET: 1% Prallethrin, 5% Sumithrin, 5% PBO 1021-1795-8329		X					220 Gallons
Mosquitomist Two U. L. V.: 24.6% Chlopyrifos phosphorathloate	X						220 Gallons
Talstar P: 7.9% Bifenthrin 279-3206			X				40 Gallons

<b>METHOD OF DISPERSAL</b>							
	<b>Ground Dispersal</b>			<b>Aerial Dispersal</b>			
<b>LARVICIDES</b> Please Reference Enclosed Chemical Data Sheet Be Sure To List % of Active Ingredient	<b>L</b> <b>I</b> <b>Q</b> <b>U</b> <b>I</b> <b>D</b>	<b>S</b> <b>A</b> <b>N</b> <b>D</b>	<b>S</b> <b>O</b> <b>L</b> <b>I</b> <b>D</b>	<b>L</b> <b>I</b> <b>Q</b> <b>U</b> <b>I</b> <b>D</b>	<b>S</b> <b>A</b> <b>N</b> <b>D</b>	<b>S</b> <b>O</b> <b>L</b> <b>I</b> <b>D</b>	<b>PROJECTED PURCHASE (GALLONS/POUNDS)</b>
Altosid WSP: 4.25% Methoprene 2724-448			X				13,600 Units
Altosid XR: 2.1% Methoprene 2724-421			X				440 Units
Altosid XRG: 2.5 % Methoprene 2724-451			X			X	15,000 Pounds
Aquabac xt: 8 % Bti 62637-1	X			X			600 Gallons
Bti Briquets: 10.3% Bti 6218-47			X				800 Units
Cocobear: 10% White Mineral Oil 8329-93	X						55 Gallons
Sustain MBG: 5.71% Bti 769-992			X			X	10,000 Pounds
Natular DT: 7.48% Spinosad 8329-602			X				0 Units

**Operational Work Plan for Mosquito Control**  
**FISCAL YEAR 20 20 /20 21**

BIOLOGICAL CONTROL				
	NUMBER OF RELEASE SITES	TOTAL # RELEASES	AVERAGE # PER RELEASE	
FISH PLACEMENT	2	66	33	
OTHER PREDATORS				
<b>III. DESCRIPTION OF PROGRAM ELEMENTS</b>				
SURVEILLANCE				
NUMBER OF CITIZEN COMPLAINTS PER YEAR (ESTIMATED)				
BASIC METHODS USED FOR MOSQUITO POPULATION MEASUREMENT	NUMBER OF SITE SAMPLES	NUMBER OF COLLECTIONS	TOTAL NUMBER OF TRAPS USED	NUMBER IN ORDER OF FREQUENCY
NEW JERSEY LIGHT TRAP	N/A	N/A	N/A	N/A
CDC LIGHT TRAP	41	1435	41	1
TRUCK TRAPS	N/A	N/A	N/A	N/A
LANDING RATE	0	0	N/A	0
OTHER (SPECIFY)				
BG	12	624	12	3
Rain Gauge	12	624	N/A	N/A
SPECIAL SURVEYS	NUMBER OF SITE SAMPLES	NUMBER OF COLLECTIONS	TOTAL NUMBER OF TRAPS USED	NUMBER IN ORDER OF FREQUENCY
SENTINEL CHICKENS	10	320	N/A	2
GRAVID TRAPS DNA Testin	15	480	15	4
PICKLE JAR TRAPS	VARIES	VARIES	6	6
OV TRAPS	15	480	15	5
MOSQUITO IDENTIFICATION				
NUMBER OF EMPLOYEES COMPLETING ID CLASS		10+		
NUMBER OF MICROSCOPES		17		
ROUTINE LOCAL ID PROGRAM		<input checked="" type="checkbox"/>	YES	<input type="checkbox"/> NO
COMPUTERS USED IN ANALYSIS		21		
OTHER MEANS (SPECIFY)				
ADDITIONAL EFFORTS				
1) Non regulated Bti dunks given to Health Department so their inspectors can treat abandon pools, 2) Resistanance testing				
SOURCE REDUCTION PROGRAM				
PROJECTS NEEDING MAINTENANCE THIS FISCAL YEAR				
PROJECT NUMBER/NAME		DESCRIPTION OF WORK		
Abandon tire removal		Pick up and dispose (recycle) tires		
PUBLIC RELATIONS/EDUCATIONAL PROGRAMS				
Public Relations: TV, radio, and newspaper interviews. Print articals and advertisements. Social media to include Face Book, Twitter and Instagram.				
Community events with education displays, community parades, earth days, open houses, and facilities tours.				
Outreach Education: SJC public school classroom presentations grades K-12, individually catered school programs, club and community organization presentations, home owners's association educational meetings, and institutional seminars to local agencies.				
Continuing Education: New employee training, staff refresher trainings, international workshop, mentorship for internship students.				
Annual international mosquito workshop				

**Operational Work Plan for Mosquito Control**

**FISCAL YEAR 20 20 /20 21**

<b>INVENTORY OF EQUIPMENT (Trucks, Aircraft, Boats, Etc.)</b>					
<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>TON</b>	<b>USED FOR</b>	<b>VEHICLE/ASSET NUMBER</b>
1979	Landau	Landau	N/A	Light pond maintenance	646
1983	Ford	LA314C	N/A	Mowing/Grading	686
1993	Kawasaki	ATV	N/A	Larvicide	934
1998	Case Tractor	580L	N/A	Tractor/Loader/Backhoe	1018
2001	Utility Trailer	4x8	N/A	Utility Trailer (equip. move)	1100
2001	John Deer	Gator	N/A	Larvicide	1109
2002	Ford	Ranger	N/A	Service	1132
2002	Ford	Ranger	N/A	Adulticide	1133
2002	Ford	F-250	Three Quarter	Larvicide	1134
2002	Utility Trailer	Triple Crown	N/A	Utility Trailer (Ranger 1271)	1141
2003	Ford	Ranger	One Half	Surveillance	1173
2003	Ford	Expedition	N/A	Surplus	1174
2004	Chevy	Colorado	One Half	Larvicide	1194
2004	Chevy	Colorado	One Half	Surveillance	1195
2004	Chevy	Colorado	One Half	Surveillance	1196
2004	Chevy	Colorado	One Half	Surveillance	1197
2004	Chevy	Colorado	One Half	Surveillance	1198
2004	Chevy	Colorado	One Half	Adulticide	1199
2004	Chevy	Colorado	One Half	Adulticide	1200
2004	Chevy	Colorado	One Half	Service	1201
2004	Chevy	Colorado	One Half	Adulticide	1202
2004	Chevy	Colorado	One Half	Service	1203
2004	Chevy	One Half	One Half	Surplus	1204
2004	Utility Trailer	Triple Crown	N/A	Utility Trailer	1213
2004	John Deer	Gator	N/A	Larvicide	1223
2004	Utility Trailer	Triple Crown	N/A	Utility Trailer	1226
	Utility Trailer	Triple Crown	N/A	Utility Trailer	1270
2006	Kawasaki ATV	Prairie	N/A	Larvicide	1273
2006	Utility Trailer	5x10	N/A	Utility Trailer	1274
2009	Ford	F-150	One Half	Service	1342
2009	Ford	F-150	One Half	Larvicide & Adulticide	1343
2010	Diamond Cargo	BM7145A	N/A	Surplus	1365
2010	Polaris	ATV	N/A	Larvicide	1366
2010	Polaris	ATV	N/A	Larvicide	1367
2012	Ford	F-150	One Half	Surplus	1409
2012	Ford	F-150	One Half	Larvicide & Adulticide	1410
2012	Ram-Lin Custom Trailers	83	N/A	Boat Trailer (1422B)	1422T
2012	Alumitech	Air Boat	N/A	Larvicide	1422B
2012	Utility Trailer	N/A	N/A	Utility Trailer	1424
2013	Ford	F-150	One Half	Larvicide & Adulticide	1425
2013	Ford	F-150	One Half	Larvicide & Adulticide	1426
2014	Ford	F-150	One Half	Larvicide & Adulticide	1462
2014	Ford	F-150	One Half	Larvicide & Adulticide	1463
2015	Ford	Explorer	N/A	Surveillance	1479
2014	Ford	F-150	One Half	Larvicide & Adulticide	1484
2014	Ford	F-150	One Half	Larvicide & Adulticide	1485
2016	Ford	F-150	One Half	Larvicide & Adulticide	1493
2016	Ford	F-150	One Half	Larvicide & Adulticide	1494
	Toyota	8FGCU15	N/A	Operations	1536
2017	Ford	F-250	Three Quarter	Larvicide & Adulticide	1544
2017	Ford	F-250	Three Quarter	Larvicide & Adulticide	1546
2017	Ford	F-250	Three Quarter	Larvicide & Adulticide	1548



FISCAL YEAR	20 20	/20 21
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[illegible]





Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**ARTHROPOD MANAGEMENT PLAN - PUBLIC LANDS**

NICOLE "NIKKI" FRIED  
COMMISSIONER

Section 388.4111, F.S.  
Telephone: (850) 617-7995

**Return to:**

Mosquito Control Program  
3125 Conner Blvd, Bldg 6,  
Tallahassee, Florida 32399-1650

For use in documenting an Arthropod Control Plan for lands designated by the State of Florida or any political subdivision thereof as being environmentally sensitive and biologically highly productive therein. Fill this form out if control work is necessary or planned.

Name of Designated Land: Fish Island Park

Is Control Work Necessary: ☒ Yes ☐ No

Location: Anastasia Island off SR312

Land Management Agency: City of St. Augustine

Are Arthropod Surveillance Activities Necessary? ☒ Yes ☐ No

If "Yes", please explain:

According to the Florida Administration Code 5E-13 surveillance shall be conducted to determine the species and numbers of both pestiferous and disease bearing arthropods. After an emergence of mosquitoes, they will affect citizens, business, and tourists.

Which Surveillance Techniques Are Proposed?

Please Check All That Apply:

☒ Landing Rate Counts

☒ Light Traps

☐ Sentinel Chickens

☒ Citizen Complaints

☒ Larval Dips

☐ Other

If "Other", please explain:



Arthropod Species for Which Control is Proposed:

Salt Marsh Mosquito: *Aedes taeniorhynchus* and *Aedes sollicitans*

*Culex restuans*, *Cx. erraticus*, *Cx. nigripalpus* (WNV), *Cx. quinquefasciatus* (SLE), *Coquillettidia perturbans* (EEE)

Proposed Larval Control:

Proposed larval monitoring procedure:

Are post treatment counts being obtained:

☒ Yes

☐ No

Biological Control of Larvae:

Might predacious fish be stocked:

☒ Yes

☐ No

Other biological controls that might be used:

Material to be Used for Larvaciding Applications:

(Please Check All That Apply.)

☒ Bti

☒ Bs

☒ Methoprene

☐ Non-Petroleum Surface Film

☐ Other, please specify:

Please specify the following for each larvacide:

Chemical or Common name:

☒ Ground

☒ Aerial

Rate of application: As directed by label

Method of application: Truck, Helicopter, Drone

Proposed Adult Mosquito Control:

Aerial adulticiding ☒ Yes ☐ No  
Ground adulticiding ☒ Yes ☐ No

Please specify the following for each adulticide: Permethrin, Sumithrin, Bifenthrin

Chemical or common name: Aqualuer 20-20, Duet, Talstar P

Rate of application: As directed by label

Method of application: Truck, Aerial, Drone, Backpack, Thermal Fogger

Proposed Modifications for Public Health Emergency Control: Arthropod control agency may request special exception to this plan during a threat to public or animal health declared by State Health Officer or Commissioner of Agriculture.

When a health emergency is declared, then adulticiding is approved.

Proposed Notification Procedure for Control Activities:

Before any adulticides are applied AMCD will collect thirty five (35) mosquitoes per night on-site, as requested by City of St. Augustine.  
Chapter 388, of the Florida Statue and Rule 5-E13.036 under the Dept. of Agriculture and Consumer Services, Demonstrable Increase or Other Indicator of Arthropod Population Level. Before any adulticides can be applied you will need to collect more than twenty five (25) mosquitoes in a trap night.

Records:

Are records being kept in accordance with Chapter 388, F.S.:

☒ Yes ☐ No

Records Location: AMCD Office

How long are records maintained: 5 years

Vegetation Modification:

What trimming or altering of vegetation to conduct surveillance or treatment is proposed? Minimal

It will be necessary to keep road/paths cleared for proper treatment. All efforts will be made to minimize the creation and occurrence of tire ruts.

Proposed Land Modifications:

Is any land modification, i.e., rotary ditching, proposed: No

Include proposed operational schedules for water fluctuations:

List any periodic restrictions, as applicable, for example peak fish spawning times.

Proposed Modification of Aquatic Vegetation:

Land Manager Comments:

Arthropod Control Agency Comments:

\_\_\_\_\_  
Signature of Lands Manager or Representative      Date

\_\_\_\_\_  
Signature of Mosquito Control Director / Manager      Date





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## 2020 MEMO

### DISTRICT DIRECTOR

*Dr. Rui-De Xue*



### BOARD OF COMMISSIONERS:

*Jeanne Moeller, Chairperson*

*Trish Becker, Vice-Chairperson*

*Don Girvan, Secretary/Treasurer*

*Gary Howell, Commissioner*

*Gina LeBlanc, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Richard Weaver, Business Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: July 9, 2020

RE: Payroll Module for the Mobisoft database

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Staff has decided to move forward with the Mobisoft Database Payroll Module. In preparation for this upgrade, AMCD staff updated the work outline to conform with changes that have been made to policy and reviewed the outline to make sure nothing was missed and sent this outline to Mobisoft. Mobisoft reviewed the outline update and came back with an updated cost estimate of \$39,060.00 (976.5 work hours @ \$40.00 per hour).

AMCD staff had budgeted \$30,000.00 for FY 19/20 for this work with the final cost estimate now coming in \$9,060.00 over the budgeted amount. Work would start mid-July and run a minimum of three months, taking the payments into FY 2020/2021 allowing for the additional cost to be placed into the FY 2020/2021 budget.

The Payroll Module will take the payroll process and make it paperless and all functions of payroll would be completed online by each employee and staff, recordkeeping would be formula based and automatic.

After consulting with the AMCD attorney, Mr. Wayne Flowers, it was determined that this contract is qualified to be a sole source contract not requiring a competitive bid process.

Staff recommends the Board approve the contract as presented.



# Payroll Application Development Agreement

For

## AMCD

Dated: June 22nd, 2020

**Statement of Confidentiality:** This proposal and supporting materials contain confidential and proprietary business information of Mobisoft Infotech LLC. These materials can be printed for use in evaluating the proposed project but are not to be shared with other parties.



## Submitted To

### **Anastasia Mosquito Control District (AMCD)**

Contact: Richard Weaver

Address: 120 EOC Drive, St. Augustine FL 32092

Email: rweaveramcd@bellsouth.net

Direct line: 904-484-7333

Main line: 904-471-3107 ex 333

## Submitted By

### **Mobisoft Infotech LLC.**

1811 Bering Dr, Suite 200, Houston, Texas 77057

Contact: Shailendra Sinhasane, CEO

Email: shail@mobisoftinfotech.com

Contact (Business): +1-855-572-2777

## Proposal Review History

Date	Version	Created By	Reviewed By
22 <sup>nd</sup> June 2020	V1.0	Varun Nikam	Shailendra Sinhasane

## Scope:

This contract is for the **Anastasia Mosquito Control District (AMCD)** (hereinafter referred to as the "Client" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and permitted assigns) , which states that Mobisoft Infotech, LLC (Mobisoft) (Hereinafter referred to as the "Company" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns), will offer services to develop the payroll functionality in the current AMCD application. It will allow AMCD to go paperless and have employees request leave, leave requests, view leave reports and time sheets and report more staffing information to the administrative staff. The proposed module will have an impact on backend, database, admin panel and leave application from mobile application.

For the detailed Statement of Work please refer to the following document -

- Appendix A: AMCD Efforts for Leave Request and Time Sheet Module (as per Updated 6-2020).
- Appendix B: AMCD Payroll Application Development Scope of Work 6-22-2020.

## Pricing and Payment Terms:

The table below shows the total estimated efforts required for the development and cost

Scope	Estimated Efforts In Hours	Cost (USD)
Development	651	\$26040
Quality Check (Application Testing)	195.3	\$7812
Project Management	130.2	\$5208
<b>Total</b>	<b>976.5</b>	<b>\$39060</b>

## Payment Terms

- 50% Advance
- 20% Visual Complete Design/ Workflow Completion
- 20% Build Completion
- 10% Ongoing Live
- Mobisoft will provide electronic copies of the invoice

- Applicable taxes, transaction charges (if any) to be borne by the client
- Mobisoft will submit invoices to AMCD via email, AMCD staff will then review and approve invoices for payment. Our payment terms are net 14 days from the date of invoice (electronic copy) raised by Mobisoft
- The Client will pay money using wire Transfer (Electronic Clearing System) or ACH (Automatic Clearing House) mode of payment. Client will bear all transaction charges required to make the transfer and will intimate Mobisoft after the payment has been released.
- Additional efforts for any change request will be invoiced immediately.

### **Assumptions of Company**

1. Application language support - English
2. Existing application to be enhanced using standard programming languages and SDKs.
3. iOS Support
  - a. iOS version support - iOS 11, iOS 12, iOS 13, iOS 14
  - b. iPhones for testing - iPhone XR, iPhone XS, iPhone XS MAX, iPhone 11, iPhone 8, iPhone 8P
4. Supported browsers for web administrative panel – latest versions of Chrome, Safari, MS Edge, Fire Fox
5. We have considered the Web admin panel as non responsive. (The Web admin is not going to align design elements based on the desktop or mobile browser.)
6. Any additional feature other than the features mentioned in the scope will be considered as a separate change, and any agreement to produce additional features must be in writing.

### **Prerequisites**

- All application specific content

### **Out of Scope**

Following items are outside of the scope. However, upon mutual agreement through the change management process, out-of-scope items can be brought into scope, with accounting for any changes to price or schedule as a result.

- Support to non-released operating system versions at the time of proposal
- Automation testing



- Additional language support other than English
- Quickbooks integration

## Termination:

- This Agreement shall become effective as of the Effective Date and, unless otherwise terminated in accordance with the provisions of this Agreement, will continue until the Services have been satisfactorily completed and the Company has been paid in full for such Services (the "Term")

### Termination

#### a. Types of Termination

This Agreement may be terminated:

- By either Party on provision of Twenty-One (21) days written notice to the other Party (Termination for Convenience). In the event Client is responsible for a Termination for Convenience, Client shall only be responsible for payment for any work done by Company up to the date Client provides the written notice of such termination. The Company will refund any funds not utilized in the work completed at that point.
- By either Party for a material breach of any provision of this Agreement by the other Party, if the other Party's material breach is not cured within a Twenty-One (21) days of receipt of written notice thereof.

## Additional Service Charges:

- Change Request will be an hourly rate of : \$40.00 per hour
- Any additional service performed, including project communication form onshore/Houston/United States of America home office: \$120.00 per hour.
- **Change Request:** The following conditions will be treated as a Change Request (hereafter referred to as "Change Request conditions"):
  - If Client modifies the original scope of the project and/or requests for any additional work which is outside the agreed scope of the project, as outlined in the project scope or Client requests for changes to be made to a deliverable/work after it has been accepted.

- If a requested change meets the Change Request conditions, such changes will be processed as per the Change Request document/sheet, wherein Company will submit an additional Effort Estimate for the work involved in processing and incorporating the requested changes into the original scope of the project. Client will have to approve such Change Requests before the Company implements the changes.
- The agreed deliverables and/or the agreed Implementation Plan and timelines are subject to change due to a Change Request from Client. Any delay in the project timelines owing to a Change Request should not affect the agreed payments milestones for the project.
- Any change request which Company seeks to be paid for must be in writing and signed by Client prior to any additional work being done pursuant to such change request.

### **Deliverables:**

No later than (10) days following the execution of this contract Mobisoft will provide AMCD the original source code and the name of the operating software for the Payroll Application. AMCD will not sell or share original source code with any outside entity or party. Mobisoft will retain the right to sell or share the original source code with any entity or party it chooses. AMCD will keep the original source code on the AMCD server to insure if Mobisoft ceases to be in business, declines to provide service or is in breach of contract AMCD will be able to continue to use the Payroll Application and maintain the database integrity.

### **Remedies:**

In the event of a breach of this agreement by either party, the non-breaching party may pursue any remedies in law or in equity available to such party. Venue for any legal action brought to enforce any terms of this agreement shall be in St. Johns County, Florida. The prevailing party in any action brought to enforce the terms of this agreement shall be entitled to recover attorney's fees and costs incurred in bringing such action.



## Public Records:

If the contractor (Mobisoft) (Company) has questions regarding the application of chapter 119, Florida statutes, to the contractor's duty to provide public records relating to this contract, contact Dr. Rui-De Xue, the Director and custodian of public records at (904) 471-3107, [xueamcd@gmail.com](mailto:xueamcd@gmail.com), 120 EOC Drive, St. Augustine Florida 32092.

The contractor (Mobisoft) (Company) shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor (Mobisoft) or keep and maintain public records required by the public agency to perform the service. If the contractor (Mobisoft) transfers all public records to the public agency upon completion of the contract, the contractor (Mobisoft) shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If the contractor (Mobisoft) keeps and maintains public records upon completion of the contract, the contractor (Mobisoft) shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology system or the public agency.

Failure to provide the public records to the public agency within a reasonable time may subject the contractor to penalties under s. 119.10 and s. 119.0701(4), Florida Statutes.



### **Authority to Transact Business in Florida:**

Before execution of this contract Mobisoft will obtain a certificate of authority to transact business in the State of Florida pursuant to s. 607.1503, Florida Statutes, and provide a copy of said certificate, to AMCD.

**Signature:**

**Signature:**

**By:**

Shail Sinhasane

CEO, Mobisoft Infotech LLC.

[shail@mobisoftinfotech.com](mailto:shail@mobisoftinfotech.com)

**By:**

Jeanne Moeller

Chairperson

Anastasia Mosquito Control District (AMCD)

**Date:**

**Date:**

		Updated Efforts in Hours	Role	Cost (\$)	MI Comments
1	Manage users -> Modify add, update, view Users for "Employee Type"	8	Backend/Admin		
	Prerequisites -> Add "Employee Type" subtab				
	2.1 Add	8	Backend/Admin		
	2.2 Edit	8	Backend/Admin		
	2.3 View	5	Backend/Admin		
	2.4 Delete	4	Backend/Admin		
	2.5 Grid View	8	Backend/Admin		
	Prerequisites -> add new subtab "Leave Accumulation" -> New page would allow the data base administrator to add AL, SL or other leave (current, new, future) step/levels date ranges, hours accumulated in the range, what employee type is eligible, any other fields	8			
	3.1 Add	8	Backend/Admin		
	3.2 Edit	8	Backend/Admin		
	3.3 View	5	Backend/Admin		
	3.4 Delete	4	Backend/Admin		
	3.5 Grid View	8	Backend/Admin		
	Timesheets -> My Timesheets -> "Leave Request" (new): Auto min: Employee Name, Current Date, leave hours available (AL & SL), Leave Hours Requested. Manually filled by employee: Type of Leave (drop down), Leave Start Date, Leave End Date, Leave Start Time, Leave End Time (if less than one (1) work day taken).	16	Backend/Admin		
	Timesheets -> My Timesheets -> New page would allow employee to view/open (current) timesheet and e-sign the timesheet.	32	Backend/Admin		
	Prerequisites -> add new subtab "Holiday" -> new page would allow the setting up of holiday hours. Fields would include Holiday Name, Date of Holiday, Hours of Holiday ( 8 or 10 hour block), Type of Employee (eligible), any other field to make the rules described above to work. Holidays will auto enter all eligible employees' timesheets at the start of the pay period that the holiday falls into. Note: If the employee works on a holiday that is a paid holiday the system must allow the employee to enter time worked, with time worked and holiday time, both on the employee timesheet.				
	6.1 Add	8	Backend/Admin		
	6.2 Edit	8	Backend/Admin		
	6.3 View	5	Backend/Admin		
	6.4 Delete	4	Backend/Admin		
	6.5 Grid View	8	Backend/Admin		
7	Manage User -> add new subtype "Approve Leave" ->				
	This page would list all the employees with leave requests pending, Supervisors would be able to click a box for "Approved" or "Denied" for each request. The list would show the employee name, type of leave, dates and times of leave and the hours of leave requested and hours of leave remaining. After Supervisors approval the leave would auto enter into the various employee's time sheets. Director would have a master approval screen and approve all leave previously approved by designated Supervisor for each "pay period".	40	Backend/Admin		<p>Annual Leave (AL) three (3) days or more: Must be requested 5 days in advance.</p> <p>Annual Donated Leave (ADL): No date rules.</p> <p>Sick Leave (SL): If employee has advance knowledge of the need for leave (doctor's appointment) they may submit the leave request as soon as they are aware of the need to take the time, for an unplanned absence the leave request must be submitted upon return to work or may be submitted by supervisor during a prolonged absence.</p> <p>Sick Donated Leave (SDL): No date rules.</p> <p>Administrative Leave (Admin. L): Granted by Director, no date rules.</p> <p>Leave Without Pay (LWP): No date rules.</p> <p>Sick/Personal Leave (SPL): No date rules.</p> <p>Sick Bereavement (SB): No date rules.</p> <p>Holiday (HL): N/A.</p> <p>When a leave slip is submitted by the employee a dialog box appears that says "Annual Leave request may be denied due to emergency events, seasonal workloads, meetings and events and overall employee absences", employee must click on dialog box to acknowledge message. Designated Supervisor or Payroll Administrator can override Leave Time Request Date Rules.</p>
8	Payroll Administrator Functions:				
	8.1 Payroll Administrator will need to be able to subtract SL from one employees Leave Accumulation Schedule and add SL to another employees Leave Accumulation Schedule (sick leave donation).	8	Backend/Admin		
	8.2 Payroll Administrator will need to be able to remove or adjust AL and/or SL in employees Leave Accumulation Schedule (for annual and sick leave pay out).	8	Backend/Admin		
	8.3 Payroll Administrator, Designated Supervisor or the Director will need to be able to by-pass the leave time request dates (set up in the Role Activity screen).	8	Backend/Admin		
9	Rules of Leave				

	Annual Leave (AL): Earned at different rates based on time of employment , allows employee accumulation of leave time and the use of AL. Designated Supervisor (Designated Supervisor permission given in the "Role Access" menu) must approve taking leave.	12			Annual Leave Accumulation Schedule & Step Date: Start date to 3-year anniversary = 3.077 hours awarded at the end of every "pay period" (14 days) or 0.038463 hours awarded per each hour worked awarded at the end of every "pay period", 3-year anniversary to 10-year anniversary = 4.615 hours awarded at the end of every "pay period" (14 days) or 0.057688 hours awarded per each hour worked awarded at the end of every "pay period", 10-year anniversary to 15-year anniversary = 6.154 hours awarded at the end of every "pay period" (14 days) or 0.076925 hours awarded per each hour worked awarded at the end of every "pay period", 15-year anniversary to 20-year anniversary = 7.692 hours awarded at the end of every "pay period" (14 days) or 0.09615 hours awarded per each hour worked awarded at the end of every "pay period", 20-year anniversary to last day of work = 9.23 hours awarded at the end of every "pay period" (14 days) or 0.115375 hours awarded per each hour worked awarded at the end of every "pay period".
	Annual Donated Leave (ADL): AL that is transferred from one employee to another employee. Leave must be removed from donating employee's records (Annual Leave Report) and transferred to the employee that is receiving the donation's records (Annual Leave Report). Designated Supervisor must approve taking leave.	16			
	Sick Leave (SL): Earned at the same rate entire time of employment , allows employee accumulation of leave time and the use of SL. Designated Supervisor must approve taking leave.	8			Start date to last day of work = 4.0 hours awarded at the end of every "pay period" (14 days) or 0.05 hours awarded per each hour worked awarded at the end of every "pay period".
	Sick Donated Leave (SDL): SL that is transferred from one employee to another employee. Leave must be removed from donating employee's records (Sick Leave Report) and transferred to the employee that is receiving the donation's records (Annual Leave Report). Designated Supervisor must approve taking leave.	16			
	Administrative Leave (Admin. L): Leave time given to an employee or group of employees by the Director for unplanned absences (example: absence due to a hurricane). This time is paid but does not come out of employees accrued time (any category). This Admin. L does allow for accumulation of AL & SL as if the time was worked. Designated Supervisor must approve taking leave, Director must approve use of Admin. L (approval by Director not electronic).	12			
	Leave without Pay (LWP): Leave with no pay. Allowed use is after SL is or is not exhausted or AL is exhausted. Designated Supervisor must approve taking leave. LWP Will not allow for accumulation of SL or AL. Designated Supervisor must approve taking leave.	10			
	Sick/Personal Leave (SPL): Allowed use one time per fiscal year, amount of time allowed is 8 hours, uses SL, use of SL will not trigger removal of the earned 8 hours of AL quarterly from Annual Leave Report. Designated Supervisor must approve taking leave.	10			
	Sick Bereavement (SB): Absence due to a death in the family. Will use SL first, AL second, will allow for accumulation of AL & SL, then if AL & SL are exhausted LWP will be used with no AL or SL accumulated. Designated Supervisor must approve taking leave (and will approve the length of the leave).	12			
	Holiday Leave (HL): Employees receive eight (8) or ten (10) hour paid days off on specific holidays , Eight (8) hours are awarded during the summer season (five (5) day work week, eight hour days) and ten (10) hours are awarded during the winter season (four (4) day work week ten (10) hour days).	10			
	Leave Time Use and Accumulation Calculations and Rules	16			
	Leave Time Request Date Rules:	16			
	Overtime Accumulation Calculations and Rules	12			
10	Reports				
	10.1 Employees Scheduled Leave				
	10.1.1 grid plus search/filter	12	Backend/Admin		
	10.1.2 Export to excel	6	Backend/Admin		
	10.1.3 Export to pdf	6	Backend/Admin		
	10.2 Timesheets Approval				
	10.2.1 grid plus search/filter	12	Backend/Admin		
	10.2.2 Export to excel	6	Backend/Admin		
	10.2.3 Export to pdf	6	Backend/Admin		
	10.3 Overtime Report				than forty (40) hours on timesheet.
	10.3.1 grid plus search/filter	12	Backend/Admin		
	10.3.2 Export to excel	6	Backend/Admin		
	10.3.3 Export to pdf	6	Backend/Admin		
	10.4 Leave Accumulation Report				
	10.4.1 grid plus search/filter	16			
	10.4.2 Export to excel	10			
	10.4.3 Export to pdf	10			
	Reports may be able to be combined with current reports or new reports may be able to be bundled. As development of the new module moves forward allow for the addition of up to at least 5 additional reports.	48			We have considered 2 reports only (Standard Efforts assumption 24 hrs for each report)
	Database design and analysis(impact on existing if any)	24	Backend/Admin		
13	1.Leave Request screen		App		
	1.1 GUI Design	10			
	1.2 Apply Leave API Integration	12			
	1.3 Maintain Local database	12			
14	Leave Request Report				
	1.1 GUI Design	12			



	1.2 get Customer Leave Request List API Integration	12			
	1.3 Maintain Local database	12			
	Pay Period				
	From 10/13/2019 (Sunday) 12:00 PM (midnight). "Pay period" is a 14-day	12			
		12			
	Development	651			
	Testing	195.3			
	Project Management	130.2			
	<b>Total Estimated Efforts in Hours</b>	<b>976.5</b>		<b>\$39,060.00</b>	

# AMCD Payroll Application Development Scope of Work

June 22, 2020

## 1. Outline of work:

- a. Track employees leave time used.
- b. Track the accumulation of leave time.
- c. Allow employees to request leave time.
- d. Allow employees to track and view leave time due (current).
- e. Allow employees to view, e-sign and print completed timesheets (if desired).
- f. Allow supervisors to approve (e-sign) leave requests and time sheets (and print if desired).

## 2. Work Week:

- a. Monday 12:01 AM to Sunday 12:00 PM (midnight) Eastern Standard Time.

## 3. Pay Period:

- a. Actual start date for the 2019/2020 fiscal year: 09/30/2019 (Monday) 12:01 AM to 10/13/2019 (Sunday) 12:00 PM (midnight). "Pay period" is a 14-day period, 2 "work weeks".
- b. Pay year is the fiscal year comprised of 26 "Pay period's".

## 4. Types of leave:

- a. Annual Leave (AL).
- b. Annual Donated Leave (ADL).
- c. Sick Leave (SL).
- d. Sick Donated Leave (SDL).
- e. Administrative Leave (Admin. L).
- f. Leave Without Pay (LWP).
- g. Sick/Personal Leave (SPL).
- h. Sick Bereavement (SB).
- i. Holiday (HL).

## 5. Rules of Leave:

- a. Annual Leave (AL): Earned at different rates based on time of employment (see section 8), allows employee accumulation of leave time and the use of AL. Designated Supervisor (Designated Supervisor permission given in the "Role Access" menu) must approve taking leave.
- b. Annual Donated Leave (ADL): AL that is transferred from one employee to another employee. Leave must be removed from donating employee's records (Annual Leave Report) and transferred to the employee that is receiving the donation's records (Annual Leave Report). Designated Supervisor must approve taking leave.
- c. Sick Leave (SL): Earned at the same rate entire time of employment (see section 9), allows employee accumulation of leave time and the use of SL. Designated Supervisor must approve taking leave.
- d. Sick Donated Leave (SDL): SL that is transferred from one employee to another employee. Leave must be removed from donating employee's records (Sick Leave Report) and transferred

to the employee that is receiving the donation's records (Annual Leave Report). Designated Supervisor must approve taking leave.

- i. Sick Leave order of use: If an employee is out sick leave will be used in this order, an employee must use SL until all their SL is used, then use AL until all their AL is used, then use donated SL until all the donated SL is used, then use donated AL until all the donated AL is used, at that point employee has no paid leave left and will then use LWP.
- e. Administrative Leave (Admin. L): Leave time given to an employee or group of employees by the Director for unplanned absences (example: absence due to a hurricane). This time is paid but does not come out of employee's accrued time (any category). This Admin. L does allow for accumulation of AL & SL as if the time was worked. Designated Supervisor must approve taking leave, Director must approve use of Admin. L (approval by Director not electronic).
- f. Leave Without Pay (LWP): Leave with no pay. Allowed use is after SL is or is not exhausted or AL is exhausted. Designated Supervisor must approve taking leave. LWP Will not allow for accumulation of SL or AL. Designated Supervisor must approve taking leave.
- g. Sick/Personal Leave (SPL): Allowed use one time per fiscal year, amount of time allowed is 8 hours, uses SL, use of SL will not trigger removal of the earned 8 hours of AL quarterly from Annual Leave Report. Designated Supervisor must approve taking leave.
- h. Sick Bereavement (SB): Absence due to a death in the family. Will use SL first, AL second, will allow for accumulation of AL & SL, then if AL & SL are exhausted LWP will be used with no AL or SL accumulated. Designated Supervisor must approve taking leave (and will approve the length of the leave).
- i. Holiday Leave (HL): Employees receive eight (8) or ten (10) hour paid days off on specific holidays (see section 10), Eight (8) hours are awarded during the summer season (five (5) day work week, eight hour days) and ten (10) hours are awarded during the winter season (four (4) day work week ten (10) hour days).
- j. Leave use time increments: All Leave (except SPL) can be taken in as little as 0.25-hour increments (SPL must be taken in an eight (8) hour block).

#### **6. Types of Employees:**

- a. Full Time Exempt.
- b. Full Time Non-Exempt.
- c. Seasonal Unlicensed.
- d. Seasonal Licensed.
- e. Intern Unlicensed.
- f. Intern Licensed.
- g. Part Time.
- h. Types of Employees will be added in a new field under "Manage User" (current), "Add User" (current), "Employee Type" (new) (see 14 a).

#### **7. Rules of Employees:**

- a. Full Time Exempt: Based on an 80 hour pay period. Can use AL, ADL, SL, SDL, Admin. L, LWP, SPL, SB and HL. Earns AL & SL. No overtime awarded.



- b. Full Time Non-Exempt: Based on a 40-hour work week. Can use AL, ADL, SL, SDL, Admin. L, LWP, SPL, SB and HL. Earns AL & SL. Overtime awarded for any hours worked over forty (40) hours in a "work week". Pay for over forty (40) hours worked is at 1.5 the normal amount of the employee's hourly wage.
- c. Seasonal Unlicensed: Can use HL (any eight (8) or ten (10) hour Holiday that falls into their employment period), Admin. L, LWP. Overtime awarded for any hours worked over forty (40) hours in a "work week". Pay for over forty (40) hours worked is at 1.5 the normal amount of the employee's hourly wage.
- d. Seasonal Licensed: Can use AL (accumulated at the "Less than 3-year rate" during their employment period), Admin. L, LWP, HL (any eight (8) or ten (10) hour Holiday that falls into their employment period). Overtime awarded for any hours worked over forty (40) hours in a "work week". Pay for over forty (40) hours worked is at 1.5 the normal amount of the employee's hourly wage.
- e. Intern Unlicensed: Can use HL (any eight (8) or ten (10) hour Holiday that falls into their employment period), Admin. L, LWP. Overtime awarded for any hours worked over forty (40) hours in a "work week". Pay for over forty (40) hours worked is at 1.5 the normal amount of the employee's hourly wage.
- f. Intern Licensed: Can use AL (accumulated at the "Less than 3-year rate" during their employment period), Admin. L, LWP, HL (any eight (8) or ten (10) hour Holiday that falls into their employment period). Overtime awarded for any hours worked over forty (40) hours in a "work week". Pay for over forty (40) hours worked is at 1.5 the normal amount of the employee's hourly wage.
- g. Part Time: Admin. L, LWP. Employees that are scheduled and work less than 40 hours a week.
- h. Employee would be allowed to enter timesheets, submit leave slips and access reports only when the date, "Hire Date", is entered in the "Manage users", "Users", "Add user" screen and the "termination Date" is blank or contains a future date.

**8. Annual Leave Accumulation Schedule & Step Date:**

- a. Start date to 3-year anniversary = 3.077 hours awarded at the end of every "pay period" (14 days) or 0.038463 hours awarded per each hour worked awarded at the end of every "pay period".
- b. 3-year anniversary to 10-year anniversary = 4.615 hours awarded at the end of every "pay period" (14 days) or 0.057688 hours awarded per each hour worked awarded at the end of every "pay period".
- c. 10-year anniversary to 15-year anniversary = 6.154 hours awarded at the end of every "pay period" (14 days) or 0.076925 hours awarded per each hour worked awarded at the end of every "pay period".
- d. 15-year anniversary to 20-year anniversary = 7.692 hours awarded at the end of every "pay period" (14 days) or 0.09615 hours awarded per each hour worked awarded at the end of every "pay period".

- e. 20-year anniversary to last day of work = 9.23 hours awarded at the end of every "pay period" (14 days) or 0.115375 hours awarded per each hour worked awarded at the end of every "pay period".

**9. Sick Leave Accumulation Schedule:**

- a. Start date to last day of work = 4.0 hours awarded at the end of every "pay period" (14 days) or 0.05 hours awarded per each hour worked awarded at the end of every "pay period".

**10. Holiday Leave List:**

- a. List of the thirteen (13) holidays is: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, and Christmas Day. Holidays could be added or subtracted in future.
- b. Many of the HL dates are different each year, these dates will need to be updated on an annual basis. These updates will be done in new menu item explained in section 14, f.

**11. Leave Time Use and Accumulation Calculations and Rules:**

- a. Each eligible employee has AL and SL added to their accumulated time record using the set of award rules listed above (see section 7, 8, 9), time is added at the end of the "pay period" and time is subtracted as it is used during the "pay period".
- b. Employee Leave Use/Timesheet Calculations: During each pay period: Start with current leave available at start of a "pay period", subtract AL and/or SL used (if available), at the end of a "pay period" award (add) AL and SL earned, this equals current leave available for the next "pay period".
- c. Less than 80 hours worked in a "Pay Period" and no AL or SL is available: During each pay period if zero or less than .25 hours of current leave (AL and/or SL) is available at start of pay period so that means that no AL and/or SL is available to maintain a 40 hour "work week" (80 hour "pay period") LWP may be used or Admin. L. At the end of the "pay period", award (add) AL and SL earned for only the actual time worked and/or Admin. L used (no SL or AL time is accumulated for LWP) this time earned equals current leave for next "pay period". No AL and SL rule would apply to Seasonal Unlicensed, Intern Unlicensed, Part Time employees all the time.
- d. If less than 40 hours are worked in a "work week" (Full Time Non-Exempt, Seasonal Unlicensed, Seasonal Licensed, Intern Unlicensed, Intern Licensed) or if less than 80 hours in a "pay period" (Full Time Exempt), the employee, based on their employee type, will not accumulate leave time for hours not worked, leave accumulation will be based on an hourly rate.
- e. If an eligible employee (Full Time Exempt, Full Time Non-Exempt) uses no SL for a full quarter (of a fiscal year), based on "pay periods", the employee earns 8 extra hours of AL to be added to the employee's AL at the end of the last pay period in that quarter.
- f. An eligible employee (Full Time Exempt, Full Time Non-Exempt) may use 8 hours of SL each calendar year as a Personal Day (SPL). The time must be used in one 8-hour block and the time must be approved by designated Supervisor.
- g. New employees can use AL or SL after their first "pay period" accrual of leave time.

**12. Leave Time Request Date Rules:**

- a. Annual Leave (AL) three (3) days or more: Must be requested 5 days in advance.

- b. Annual Donated Leave (ADL): No date rules.
- c. Sick Leave (SL): If employee has advance knowledge of the need for leave (doctor's appointment) they may submit the leave request as soon as they are aware of the need to take the time, for an unplanned absence the leave request must be submitted upon return to work or may be submitted by supervisor during a prolonged absence.
- d. Sick Donated Leave (SDL): No date rules.
- e. Administrative Leave (Admin. L): Granted by Director, no date rules.
- f. Leave Without Pay (LWP): No date rules.
- g. Sick/Personal Leave (SPL): No date rules.
- h. Sick Bereavement (SB): No date rules.
- i. Holiday (HL): N/A.
- j. When a leave slip is submitted by the employee a dialog box appears that says "Annual Leave request may be denied due to emergency events, seasonal workloads, meetings and events and overall employee absences", employee must click on dialog box to acknowledge message.
- k. Designated Supervisor or Payroll Administrator can override Leave Time Request Date Rules.

### **13. Overtime Accumulation Calculations and Rules:**

- a. Full Time Exempt employees do not accumulate any overtime pay but may log (work) more than forty (40) hours on timesheet.
- b. Full Time Non-Exempt, Seasonal Unlicensed, Seasonal Licensed, Intern Unlicensed, Intern Licensed will accumulate overtime pay for over forty (40) hours worked, this is paid at 1.5 the normal amount of the employee's hourly wage.
- c. Overtime will be reported for eligible employees that have worked over 40 hours in a "Work Week". Work is considered to be all tasks except AL, ADL, SL, SDL, Admin. L, LWP, SPL, SB, HL.

### **14. New Menu and Entry Screen Requirements:**

- a. Existing menu item, "Manage User" (current), "Users" (current), "Add User" (current) or "Edit" (current), (access by Database Administrator only):
  - i. Add field: "Employee Type" (new) (Full Time Exempt, Full Time Non-Exempt, Seasonal Unlicensed, Seasonal Licensed, Intern, Part Time).
- b. New menu item, "Prerequisites" (current), "Employee Type" (new), new page would allow setting up employee types (access by Database Administrator only).
- c. New menu item, "Prerequisites" (current), "Leave Accumulation" (new): New page would allow the data base administrator to add AL, SL or other leave (current, new, future) step/levels date ranges, hours accumulated in the range, what employee type is eligible, any other field to make the rules described above to work (access by Database Administrator only).
- d. New menu item, "Timesheets" (current), "My Timesheets" (current),
  - i. "Leave Request" (new): Auto fill: Employee Name, Current Date, leave hours available (AL & SL). Manually filled by employee: Type of Leave (drop down), Leave Hours Requested, Leave Start Date, Leave End Date, Leave Start Time, Leave End Time (if less than one (1) work day taken). Access by all Employees.
  - ii. "Available Leave Report" (new): Report will show in a date range the amount of AL & SL available to the employee in an Excel format. Information will include (by pay period) for



AL & SL, balance forward, hours used, hours earned, total hours. This report would be printable, Excel and pdf. Access by all Employees.

- e. New menu item, "Timesheets" (current), "My Timesheets" (current), New page would allow employee to view/open (current) timesheet and e-sign the timesheet (access by all Employees).
- f. New menu item, "Prerequisites" (current), "Holiday" (new), new page would allow the setting up of holiday hours. Fields would include Holiday Name, Date of Holiday, Hours of Holiday (8- or 10-hour block), Type of Employee (eligible), any other field to make the rules described above work (access by Database Administrator only).
  - i. Holiday Leave task on timesheet will auto enter all eligible employees' timesheets at the start of the pay period that the holiday falls into.
  - ii. Note: If the employee works on a holiday that is a paid holiday the system must allow the employee to enter time worked, with time worked and holiday time, both on the employee timesheet.
- g. New menu item, "Manage User" (current), "Approve Leave" (new): This page would list all the employees with leave requests pending, Supervisors would be able to click a box for "Approved" or "Denied" for each request. The list would show the employee name, type of leave requested, dates and times of leave requested, the hours of leave requested (AL & SL) and hours of leave remaining (AL & SL). After a Supervisors approval the leave would auto enter into the various employee's time sheets, employee notified leave was approved (email?). If the request is denied the employee would get a notice (email?). Access by Database Administrator, Supervisors and Payroll Administrator.

#### **15. Payroll Administrator Functions:**

- a. Payroll Administrator will need to be able to monitor and adjust any time on employee timesheets and leave accumulation report.
- b. Payroll Administrator will need to be able to remove or adjust AL and/or SL in employees Leave Accumulation Schedule (for annual and sick leave pay out).
- c. Payroll Administrator, Designated Supervisor or the Director will need to be able to by-pass the leave time request dates (set up in the Role Activity screen).

#### **16. New Reports:**

- a. Leave Accumulation Report: Shows employees available leave, by type (AL, SL), for all employees or single employees. Each type of available leave would be shown in a spreadsheet format, with rows being based on "Pay Period" and sub-totals at the quarter year points and a total at the year-end point (each row equals one (1) "Pay Period") and columns showing:
  - i. Beginning totals (from previous pay period).
  - ii. Current "Pay Period" accumulation of AL and SL (separate).
  - iii. Time used by employee, deducted (AL and SL).
  - iv. Current totals of SL and AL time owed.
  - v. Report will show employees date of hire and step date. Report page will need the following fields: "Employee" (all or individual), "Leave Type" (both or individual), "Date Range" (to and from), and "Supervisor" (all or individual). Report should be able to be saved as an Excel file or pdf.

- b. Employees Scheduled Leave: Shows a list of employees who have scheduled leave both approved and not approved. Show level of approval and designated Supervisor. Report page will need the following fields: "Employee" (all or individual), "Approved" or "Pending", "Date Range" (to and from), "Supervisor" (all or individual). Report should also show how many employees are on leave on a given day in the report date range so Supervisors can run the report to make sure there are enough employees available to cover the work required before the Supervisor gives leave permission to additional employees. Report should be able to be saved as an Excel file or pdf.
- c. Timesheets Approval: Shows list of timesheets by pay period, shows both e-signed and unsigned timesheets. Report page will need the following fields: "Employee" (all or individual), "Signed" or "Unsigned", "Date Range" (to and from), "Supervisor" (all or individual). Report should be able to be saved as an Excel file or pdf.
- d. Overtime Report: Shows a list of all employees that have worked overtime in the date range specified and will report the employee name, number of hours worked and the number of leave hours and the amount of overtime hours. This report may be able to be incorporated into an existing report. Report page will need the following fields: "Employee" (all or individual), "Date Range" (to and from), "Zone" (all or individual) and "Title". Report should be able to be saved as an Excel file or pdf.

#### **17. Other:**

- a. Would like to have access on phone app for: Filling out of a Leave Request and display Leave Availability Report.
- b. Allow as many of the rules that involve times, dates, employees, etc. to be manipulated through menu entry screens. More entry screens than shown may be necessary to develop a new and functional module.
- c. Reports may be able to be combined with current reports or new reports may be able to be bundled. As development of this new module moves forward, allow for the addition of up to at least 5 new reports.
- d. Allow the employee to view the payroll stub or check detail (show amount earned and taxes and benefits deducted) generated from QuickBooks, in the data base and/or phone app.





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amedsjc.org](http://www.amedsjc.org)

## MEMO

DISTRICT DIRECTOR

*Dr. Rui-De Xue*



BOARD OF COMMISSIONERS:

*Jeanne Moeller, Chairperson*

*Trish Becker, Vice-Chairperson*

*Don Girvan, Secretary/Treasurer*

*Gary Howell, Commissioner*

*Gina LeBlanc, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: June 29, 2020

RE: Approval of First and Final Public Hearing Dates

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Based on the State TRIM law and date requirements, I would like to request approval of the First Public Hearing date on Thursday, September 10, 2020 at 5:30 P.M. and the Final Public Hearing date on Thursday, September 24, 2020 at 5:30 P.M.



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Don Girvan, Secretary/Treasurer  
Gary Howell, Commissioner  
Gina LeBlanc, Commissioner

## DISTRICT DIRECTOR

Dr. Rui-De Xue



July 9, 2020



TO: Board of Commissioners

FROM: Scott Hanna, CPA

CC: Dr. Rui-De Xue, Director

DATE: July 9, 2020

RE: 3rd Quarter Budget Update

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The *3rd Quarter, Detail, Budget vs. Actual* is attached, following this Memo. With three quarters of the year concluded, there are a few budgeted expenditures that *substantially exceed* the 75% mark. The ones that are *atypical in nature, material in amount* and *particularly significant* are discussed below. The Report is the next page following this narrative.

1) Line Item 360 - Taxes 100.7%

Through the third quarter of the year, we have received an additional .7%, of our budgeted revenue from the Tax Collector's Office, yielding an additional \$40,424 in Funds. This can be attributed to an initial due date of November and discount incentives provided by the Tax Collector for remittances received in November and December of 4% and 3%, respectively. Additionally, per TRIM Legislation, we are required to Budget no more than 95% of the amount we Levy, utilizing the sound Accounting principles of conservatism in recognition of revenue. Consistently, we receive an additional 1% to 2% above that budgeted threshold, coming in at about 101.15% of Budget or (95% x 101.5%) or 96.4% of the amount levied.

2) Line 386 Interest Earned – 88% collected due to higher than anticipated return on SBA Investment, where long-term operating funds are housed. The returns averaged 1.8%, on an annualized basis for the first two quarters, then dipping below the 1% mark after the COVID-19 Crisis took effect, yet totaling \$57,169 year to date.

3) Line Item 390 – Grants -100% (after the amended \$85,000 original Budget)- Receipt of non-guaranteed Grant funds from entities such as DNW Global, Keystone FDACS, Lamplight Farms, MosquitoMate, Prevasive USA, LLC, and SIT (University of FL), totaling \$101,357 to date.

4) Line Item 392 – Miscellaneous 100.7%

Additional, other Sources of Revenues, predominantly consisting of \$7,152 Workshop, \$18,900 Salvage/ Surplus sales, predominantly vehicles, \$10,827 Dormitory Rents, and



\$177,979, Hurricane Irma (long overdue reimbursement from FEMA, categorized as an Extraordinary Item, due to it being "unusual in nature and infrequent in occurrence")

- 5) Line Item 588 – Fleet/Prop/Liability Package 95.2%  
Commercial Insurance policy traditionally paid in full for the year during the first month of the new policy, and full amount was quantified just prior to the Budget finalization date.
- 6) Line Item 693 – Office Supplies 84.9%  
Office Supplies have been on the upswing as the Applied Research program, and complexities of District operations in reporting requirement expands.
- 7) Line Item 708 – Tools/Implements 75.2%  
Not a ratably expended category. Barely over the threshold limit. Utilized as needed for equipment maintenance, Operations, and Applied Research.

Thank You

**Anastasia Mosquito Control District**  
**Budget vs. Actual**  
**3rd Quarter 19/20**

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
360 · Taxes	5,757,804	5,717,380	40,424	100.7%
386 · Interest Earned	57,169	65,000	(7,831)	88.0%
390 · Grants	101,357	101,357	-	100.0%
392 · Miscellaneous	207,825	206,425	1,400	100.7%
<b>Total Income</b>	<b>\$ 6,124,155</b>	<b>\$ 6,090,162</b>	<b>\$ 33,993</b>	<b>100.6%</b>
<b>Gross Net</b>	<b>\$ 6,124,155</b>	<b>\$ 6,090,162</b>	<b>\$ 33,993</b>	<b>100.6%</b>
<b>Expense</b>				
405 · Personal Services	1,203,657	1,682,749	(479,093)	71.5%
445 · Personal Service Benefits	602,171	840,459	(238,288)	71.6%
461 · Operating Expenses	253,251	476,220	(222,969)	53.2%
572 · Travel & Per Diem	19,090	28,682	(9,592)	66.6%
580 · Telephone/Commun	11,687	25,904	(14,217)	45.1%
582 · Freight Service	1,605	2,500	(895)	64.2%
584 · Utility Service	19,927	36,000	(16,073)	55.4%
586 · Rentals/Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	88,877	93,400	(4,523)	95.2%
605 · Repairs & Maintenance	55,915	107,250	(51,335)	52.1%
663 · Printing/ Reproduction	-	500	(500)	0.0%
667 · Public Promotional Expens	1,081	20,000	(18,919)	5.4%
673 · Other Current Charges	3,639	6,325	(2,686)	57.5%
693 · Office Supplies	18,667	22,000	(3,333)	84.9%
696 · Protective Clothing	379	1,500	(1,121)	25.3%
698 · Misc. Supplies	52,479	71,680	(19,201)	73.2%
708 · Tools/Implements	3,759	5,000	(1,241)	75.2%
709 · Publications & Dues	7,194	15,945	(8,751)	45.1%
720 · Training	16,337	25,250	(8,913)	64.7%
723 · Gas, Oil & Lube	23,803	91,600	(67,797)	26.0%
741 · Chemicals/Solvents	374,870	574,388	(199,518)	65.3%
900 · Capital Outlay	605,076	1,026,920	(421,844)	58.9%
<b>Total Expense</b>	<b>\$ 3,363,463</b>	<b>\$ 5,155,272</b>	<b>\$ (1,791,809)</b>	
<b>Surplus/(Deficit)</b>	<b>\$ 2,760,692</b>	<b>\$ 934,890</b>	<b>\$ 1,825,802</b>	





# **UNFINISHED BUSINESS**

**#1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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## 2020 MEMO

DISTRICT DIRECTOR

*Dr. Rui-De Xue*



BOARD OF COMMISSIONERS:

*Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Don Girvan, Secretary/Treasurer  
Gary Howell, Commissioner  
Gina LeBlanc, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: June 29, 2020

RE: Construction Project Update

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Mr. Glen Harrell, President with Harrell Construction Company, will give an update on the construction project.

# **UNFINISHED BUSINESS #2**



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

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TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: July 9, 2020

RE: **Discussion on the Revised Employee Manual for Approval August 13, 2020**

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Ms. Hall rearranged the Employee Manual to be user friendly and then the full committee of six (6) staff members reviewed every policy and made suggested changes that were all incorporated into the proposed revised Employee Manual.

This was then sent to our attorney, Mr. Wayne Flowers, who has reviewed it and made suggestions and edits based on his expertise and legal advice (which is attached).

After the Board's discussion and any additional edits by Mr. Flowers, we will then present the Final Revised Draft of the Employee Manual to the Board for approval at the August 13, 2020 Board meeting.

# **WELCOME and INTRODUCTION**

Commented [CH1]: ALL COMMENTS BY Mr. WAYNE FLOWERS was discussed and the edited changes due to that discussion, to each policy, is in BLUE and highlighted in GRAY

## **THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County**

This Employee Handbook is an introduction to the Anastasia Mosquito Control District of St. Johns County and will provide you with useful information about our employee policies, practices and benefits.

### **PURPOSE OF THE HANDBOOK**

This Employee Handbook is designed to acquaint you with the Anastasia Mosquito Control District of St. Johns County (AMCD) (also referred to as the "District") and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Employee Handbook to offer two-way communications: what you can expect from us and what we expect from you. However, the content of this Employee Handbook constitutes only a summary of the employee benefits, personnel policies and employment regulations in effect at the time of publication. Please refer to the AMCD Policy Manual for a complete list of all policies of the District. In the case of insurance and similar benefits, current plan documents will prevail.

The contents of this Employee Handbook are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between reprinting of this Handbook and the District retains the right to change any policy or procedure, as it deems necessary, at any time. The current Employee Handbook is online, on the AMCD website at [www.amcdsjc.org/eom](http://www.amcdsjc.org/eom), under AMCD Documents.

The information furnished in this handbook to employees of the District is distributed solely for assisting each employee in becoming more informed of the employment practices and procedures of the ~~Anastasia Mosquito Control District of St. Johns County~~. AMCD.

Under no circumstances are these materials to be considered to create a contractual or quasi-contractual relationship between any employee and the ~~Anastasia Mosquito Control District of St. Johns County~~ AMCD. The District does, moreover, hereby specifically disclaim any intent or purpose that these materials be considered or looked upon as contractual obligations or undertakings.

### **OUR POLICY**

We are here to serve the public. Our citizens are served according to the highest standards of courtesy, professional service and consideration

## **<sup>1</sup>AMCD MISSION STATEMENT**

### **\* OUR MISSION:**

To protect all people from the nuisance of mosquitoes  
and mosquito-borne diseases in St. Johns County, Florida.

### **\* OUR VALUES:**

Service Driven, Scientific Based, Professional, Justified, Environmentally-  
friendly,

Collaborative, Compassionate, Accountable, and Sustainable Excellence.

### **OUR VISION:**

AMCD of St. Johns County will be among the leading Districts for mosquito  
control and

the people in St. Johns County will be among the healthiest in the nation –  
a well served community, enjoyed by all and supported by all partners.

### **\* OUR PROGRAMS:**

Customer Service, Operations (including Surveillance and Control),  
Education, and Applied Research.

## **EMPLOYMENT “AT WILL”**

This manual is provided to you as a guide of the District's policies relating to your employment. These policies do not constitute a contract and they should not be construed as granting any contractual or property rights to the matters set forth in this manual. All employment with the District is “*at will*”, meaning that employees are free to voluntarily sever their employment with the District at any time and for any or no reason while the District retains the right to terminate employment at any time and for any reason, with or without **cause or** notice.

## **MEDIA CONTACT**

Since the District wants to convey a clear and consistent message about the mission of our organization, all questions from any person representing the media (i.e., newspapers, television, **social media**, or any other print media) must be referred to the District Director **or the Director's designated employee**.

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<sup>1</sup> As approved by the Board of Commissioners on May 15, 2014; Policy 2014-02 (*replaced original that was approved 7-10-07*)



## ~~THE FIRST FEW DAYS~~

### **GENERAL WORK PRACTICES**

#### **ORIENTATION & TRAINING**

An orientation and training program is scheduled to acquaint new employees with important programs, practices and policies of the District. You will be able to ask any questions you may have concerning your employment, policies, procedures and benefits. When you start to work, you will want to know what your duties are. To help you perform your job in the correct manner, proper job instructions are provided. Your supervisor is an experienced person who will give you full opportunity to learn the best and most effective way of doing your work.

#### **WORK WEEK**

The workweek begins on Monday at 12:01 A.M. and ends on Sunday at 12:00 A.M. (midnight).

#### **HOURS OF WORK**

The hours of work may be different for different classes of positions, but the average length of the workweek shall be uniform for each class. Working hours and schedules may vary according to the type of work performed.

Working hours are based on a forty-hour week basis, ~~Monday through Friday~~

- **During the summer mosquito season, all employees will work five (8 hour) days, Monday through Friday.** The hours of work for operations personnel, ~~which includes supervisors, mechanics and mosquito control technicians,~~ **is** normally from 6:30 A.M. to 3:00 P.M., ~~with one-half hour for lunch and for administrative personnel, from 7:30 A.M. to 4:00 P.M., with one-half hour for lunch.~~
- **During the winter season, all employees will work four (10 hour) days, Monday through Thursday, which offsets costs and helps the District save money.** The hours of work for operations personnel is normally from 6:30 A.M. to 4:30 P.M., and for administrative personnel, from 7:00 A.M. to 5:00 P.M.

However, the hours may be changed, extended or reduced at management's discretion. Your supervisor will explain the hours of work for your job position.

~~A fifteen minute break is permissible in the morning and afternoon. Supervisors will schedule employees' meal periods and breaks, and the minimum duration must comply with Federal and State statutes, whichever is greater.~~

## **BREAK and MEAL PERIODS**

Employees may take a break (15 minutes or less and no more than one in the morning and one in the afternoon), as well as, a 30 minute meal period each day during the summer season, when their workload permits and with the supervisor's approval, provided that ~~their~~ an employee's absence will not affect the smooth operation of ~~their~~ employee's department and ~~that~~ this privilege is not abused. Employees are not regarded as "on call" during meal periods. Any meal period not taken must be approved by your supervisor and noted on your timesheet. The minimum duration must comply with Federal and State statutes, whichever is greater.

### **MEAL PERIODS**

~~Meal periods will be scheduled by your supervisor. To maintain continuous service to our customers, some employees may be scheduled for lunch earlier than others. Employees are not regarded as "on call" during meal periods.~~

## **PROBATIONARY PERIOD**

<sup>2</sup>Every new full-time employee is considered to be in a probationary period for one (1) full year after the date of hire. <sup>3</sup>However, Insurance coverages and full benefits (including annual leave and sick leave) begin immediately from date of hire. This time is for you to evaluate the District and to allow both you and your supervisor to become acquainted with each other. During the probationary period, the supervisor will review the new employee's quality and quantity of work, attendance and punctuality, and make ~~some~~ some assessments about the person's suitability for the job ~~he or she has~~ they have been hired to perform. Should an employee fail to complete the probationary period successfully, ~~he or she~~ they will be released. Successful completion of the probationary period does not affect the "at will" nature of employment or create an expectation of continued employment. The District reserves the right to terminate employment at any time, with or without reason.

An employee who is promoted, ~~or~~ transferred, or demoted to a new different position shall serve a probationary period of ~~180 days~~ 90 days following the change in status. However, this does not affect them the employee from utilizing their already obtained insurances and full benefits (including annual leave and sick leave). During ~~which~~ this time the employee's supervisor will evaluate the employee's performance and if, in the opinion of the supervisor, the employee does not satisfactorily perform ~~his or her~~ their job during the probationary period, ~~he or she~~ they will be removed from the position. Every effort will be made to return the employee to their prior position or a comparable one, to the extent a vacancy exists. If a vacancy does not exist, the District reserves the right to discharge the employee may be discharged.

~~Probationary periods may be extended by a supervisor, with the approval of the District Director.~~

<sup>2</sup> Revised 10-10-19, to be effective January 1, 2020; Policy 2006-11, approved by BOC 4-13-06

<sup>3</sup> Revised 10-10-19, to be effective January 1, 2020



~~You are eligible for annual leave, sick leave, and/or other benefits and privileges, unless specifically written or mandated by law or specifically provided for under other documents of the District.~~

### **ATTENDANCE AND PROMPTNESS**

Your contribution to the success of our District is important and ~~we the District~~ needs you at work every day. Absenteeism and tardiness cause a loss of efficiency and places an undue burden on your fellow employees.

You are expected to be at work at the time scheduled by the District, except when prior permission for your absence has been received from your supervisor, or when serious illness or other emergencies occur ~~preventing your presence~~. All employees unable to come to work are required to contact their supervisor ~~within no less than~~ one-half (1/2) hour prior to the beginning of the workday. Failure to notify your supervisor will result in the employee being AWOL (absent without leave) resulting in disciplinary action and loss of pay for the time missed. Personal appointments should be scheduled outside of working hours if possible.

Excused absences include approved annual leave, District observed holidays, jury duty, bereavement, and approved leaves of absence.

Employees with excessive absenteeism or excessive tardiness may be subject to discipline, up to and including discharge.

Employees who are absent three (3) consecutive workdays without notice to their supervisor are presumed to have voluntarily resigned their position without notice.

### **4 DRESS AND APPEARANCE POLICY**

~~The image of the District is influenced by the appearance of its employees. We are all expected to practice good hygiene and keep a clean, neat professional appearance and to dress in appropriate field or business attire.~~

These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally, ~~but reasonably and responsibly. In all cases regarding what is considered acceptable attire, the final determination rests with management.~~ If ~~the an employee's~~ attire does not meet standards considered acceptable or ~~such that it~~ may disrupt the process or good order and discipline of the District, the employee will be requested to ~~go home leave the work premises~~ to change, with time involved unpaid.

#### **General Guidelines:**

**Clothing shall not be distracting or revealing.**

**Clothing and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.**

<sup>4</sup> Policy 2010-03; As approved by the Board of Commissioner on Dec. 10, 2009



Shoes must be safe and appropriate.

Head coverings (including, but not limited to, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom, except when worn for bona fide religious or medical purposes, or when otherwise authorized by the Executive Director, when training or meetings are ongoing.

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Hair shall be clean and well groomed. Extreme hairstyles and any that defy the safety codes or otherwise present employee safety issues will not be acceptable. Mustaches and Beards will also be clean and well groomed.

Jewelry, Make-Up, and Piercings: Any excessive jewelry, make-up, or piercings of a distracting nature or that defy any safety codes, will not be allowed.

#### Guidelines for Employees That Are Issued Uniforms:

Uniforms consisting of jeans and a work shirt with insignia are provided to field personnel by the District at no cost to the employee, which includes laundering service. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and no modifications to either the shirt or jeans (such as additional patches, insignia or stitching) may not be made to the uniform. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace. The supplying of uniforms to employees is a fringe benefit offered by the District and is subject to fund availability during the budget process.

T-Shirts that are issued by the District with the AMCD logo on them should be worn by all interns and visiting scientists.

Executive uniforms that are issued to Administrative personnel will be worn at all times.

Administrative Personnel that do not wear uniforms will follow the "Guidelines for Administrative Employees Not Issued Uniforms".

Employees who leave the District must return all uniforms that they have been issued.

#### Guidelines for Administrative Employees Not Issued Uniforms:

Clothing shall not be distracting or revealing; Pajamas and lingerie are not acceptable attire.

District polo shirts provided to office employees in place of the executive uniform may be worn at the District offices at any time and should be worn on official duties away from the District.

Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.

Shoes must be safe and appropriate. District employees may wear backless shoes, however, bedroom slippers and footwear commonly considered as

~~beachwear are prohibited (For example, beach sandals, flip-flops, or other such beach shoes.)~~

**Men:**

- Nice Shirts (Dress, polo, etc. – No tank tops, T-Shirts etc.).
- Neat Slacks or Jeans worn at the waist. (No holes)
- Shoes & Socks must be worn.

**Women:**

- Dresses (no off the shoulder or low cut in front or back, { where bare skin and/or cleavage is obviously seen} .
- Neat Slacks or Jeans (No holes)
- Skirts (no shorter than 4 inches above the knee, ~~even if worn with leggings, etc.~~)
- Blouses & Shirts (no off the shoulder or low cut in back or front (where bare skin and/or cleavage is obviously seen, no spaghetti strap tops as outerwear)
- Capri style Pants will be acceptable if of a professional nature, worn with a professional blouse or shirt.
- **Backless shoes may be worn, however, bedroom slippers and footwear commonly considered as beachwear (for example; flip flops, etc.) are prohibited.**

Commented [WF3]: Does this include flip-flops-if so, say so and use as example of beachwear.

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**General Guidelines:**

~~Head coverings (including caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom when training or meetings are ongoing.~~

~~Hair shall be clean and well groomed. Extreme hairstyles will not be acceptable. Mustaches and Beards will also be clean and well groomed.~~

~~Jewelry & Make-Up: No excessive make-up or jewelry will be allowed (includes multiple piercings of a distracting nature and excessive make-up that is distracting.)~~

**UNIFORMS**

~~The District provides uniform service<sup>5</sup>(which includes laundering) to operations personnel and supervisors.~~

~~Uniforms should not be worn during non-working hours, except to and from work. Uniforms will not be replaced due to misuse or personal abuse. Employees are expected to maintain a neat and orderly appearance at all times while in uniform (e.g., tucked-in shirts). Employees who leave the District must return all uniforms that they have been issued.~~

**INFORMATION ONLY NOTE: (Uniforms policy Duplicated – is in the Dress Policy)**

<sup>5</sup> As approved by the Board of Commissioners on May 14, 1959.

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## **WORK ENVIRONMENT and DISTRICT PROPERTY**

### **WORK ENVIRONMENT POLICIES & PROCEDURES**

**WORK STATION APPEARANCE:** ~~Most work areas are in view when customers, vendors, and others visit our offices. The appearance of our individual work stations is representative of the type of service we provide and a reflection on our fellow employees. Clean, neat, and uncluttered work areas represent the kind of service we wish to provide to our customers. Each employee is asked to ensure that his~~ **their** work area is **kept clean and uncluttered** ~~well-maintained. If you operate your motor~~ **a District vehicle, it should be** ~~your vehicle is your work station. A clean and uncluttered vehicle shows the kind of example we provide to our customers in service and in appearance. Remove litter from your vehicle daily in the proper manner. Keep and use a litter bag in your vehicle. vacuumed the floors when they need it. and washed a minimum of once a week your vehicle when the time permits at the end of the workweek. so that you may start fresh and clean the next week.~~

**TELEPHONE TECHNIQUE:** Proper use of the telephone will give the callers the feeling that we are friendly, helpful and considerate. Your help in being polite and considerate when receiving calls from customers will create a positive image for all employees.

~~Try to a~~ Avoid keeping a caller on hold for a long period of time and do not allow a phone to ring unanswered. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so. In addition, respond to voice mail, ~~e-mail and faxes.~~ **and return phone calls in a timely manner.**

**CELL PHONE POLICY:** Cell phones ~~are when~~ **are provided** to employees, ~~are provided~~ for business purposes only, as a means to communicate with supervisors, other employees, and members of the public in the performance of ~~your~~ **the employee's** job, ~~as well as, in for entering data for timesheets, service requests, and maintenance logs.~~ As a result, they should not be used for personal calls ~~that are~~ not required for your job or ~~that~~ are not emergencies.

Any calls of a personal nature are forbidden and the cost of these calls may be considered income to you and deducted from your pay. Periodic audits for compliance with this directive may be conducted.

~~In addition, s~~ Safety is of importance in the use of your cell phones. Therefore, use of the cell phone for entering data, and taking and/or making phone calls while driving is prohibited. Employees should pull over, when safe, to return or make phone calls and/or to enter data.

**PERSONAL TELEPHONE CALLS:** ~~We ask our e~~ Employees ~~to shall~~ refrain from making or receiving personal calls **on any and all phones, during work hours,** except ~~of course,~~ in **case of** emergencies, **or when on your break or meal periods.** (Note: Personal long distance phone calls are at the sole expense of an employee.) ~~This~~

~~includes calls on the District's phones and phone calls received on the employee's personal cell phones.~~

**PERSONAL VISITS:** Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage non-business related visits during work hours, **unless it is during your a break or meal period.**

**PERSONAL MAIL:** All mail that is delivered to the District is presumed to be District business. Mail sent to employees at the office will be routed to the appropriate department. If employees do not wish to have their personal correspondence handled in this manner, then they should have it delivered to their home. Employees must not use the postage equipment for their personal mail.

**PERSONAL PROPERTY:** The District cannot assume responsibility for the loss or theft of employees' personal property or valuables. You are encouraged to **keep secure** such property in a safe place.

**PERSONAL COMPUTER ELECTRONIC DEVICES AND SOFTWARE:** ~~Personal Desktop computers, (PC's) laptops, and all other electronic devices~~ are the property of the District and not the personal property of the individual employee. Use of ~~the PC~~ **all electronic devices** for anything other than business related functions is prohibited **and all District work should be done on District devices.**

**E-MAIL/VOICE MAIL:** It is the policy of the District to inform all employees regarding privacy issues and usage of e-mail, voice mail and other information technologies (**collectively "mail systems"**). Ownership of internal communication systems, whether they are technology based or paper-based, remains with the District. The District reserves the right to read and listen to anything contained in a District owned electronic or **paper non-electronic** communication systems.

- ~~• The electronic and voice mail systems ("mail systems") hardware and software are District property. Additionally, All messages composed, sent or received on the mail systems~~ **District devices** are and remain the property of the District. ~~They are not the private property of any employee.~~
- The use of the mail systems is reserved solely ~~for the~~ **to** conduct of business at the District. It may not be used for personal business.
- The mail systems may not be used to solicit for commercial ventures, political causes, outside organizations or other non-job-related solicitations.
- The mail systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The mail systems will not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- The District reserves the right to review all messages created, received or sent over the mail systems for any purpose. The contents of electronic mail



properly obtained for legitimate business purposes may be disclosed within the District without the permission of the employee.

- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. All passwords must be disclosed to management. ~~otherwise, they are considered invalid and likewise, they cannot be used.~~
- Notwithstanding the District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Director.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

**INTERNET USAGE:** The Internet and the World Wide Web networks provide a unique resource for acquiring and sharing business, governmental, technical, and other information. Employees using the Internet must do so in a proper, ethical, and professional manner. Employees who use the District access to the Internet:

- Must not disclose or transmit District proprietary information, such as security specifics (Passwords/login codes), software products or public information via the Internet unless approved by the District.
- Must not download or upload material containing the following: derogatory racial content; political statements; sexual content; offensive language; derogatory religious content; games; and any content which would negatively reflect upon the District, or is not directly related to District business.
- Must not use the Internet for personal gain or non-business solicitation.
- Must not attempt to gain unauthorized access to any computer or communications systems on the Internet.
- Must check any download executable software using approved virus package before that software is run on any District computer systems.
- Are not permitted to use personal Internet accounts on District equipment.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

**BULLETIN BOARDS:** Bulletin boards are for the purpose of posting notices and communications for employees of the District. All employees should check the bulletin boards on a regular basis. Information about office activities, procedures, training, government regulations, and other events appear on the boards. If an employee has a notice of general interest, it may be posted with prior management approval.

**NON-SMOKING:** It is the intent of the District to foster a healthy environment by prohibiting smoking in ~~on~~ all District facilities ~~properties~~ and District vehicles. ~~However, the Director may designate areas in buildings, which are not air-~~



~~conditioned or heated, and open to circulatory air.~~ Smoking is also prohibited while conducting business with our customers at any time.

**PERSONAL VEHICLE AT WORK:** There will be no work performed on any personal vehicle on the properties of the Anastasia Mosquito Control District, **with the exception of assisting an employee with an emergency situation.**

#### **VOTING**

~~The District encourages all employees to exercise their right to vote. The polls are open a sufficient number of hours to allow you to vote either before or after your regular work hours.~~

#### **DISTRICT PROPERTY**

Our employees take pride in being able to use some of the most modern equipment available in our industry. The District has a large investment in equipment. Each employee is asked to help protect the equipment as though it were their own. Employees are responsible for District equipment assigned to them. Such equipment is provided for use on District business only.

~~If an AMCD employee loses or destroys AMCD property due to negligence, we appropriate shall implement disciplinary actions will be taken by the District as outlined in AMCD's Disciplinary Policy, which is briefly outlined below. (Please see the actual "Disciplinary Policy" in the AMCD POLICY MANUAL, for details of the below actions.)~~

- ~~• 1<sup>st</sup> time verbal warning,~~
- ~~• 2<sup>nd</sup> time written warning (must include 2 written warnings before suspension),~~
- ~~• 3<sup>rd</sup> time suspension,~~
- ~~• 4<sup>th</sup> time dismissal.~~

~~Other disciplinary actions that may be taken include demotion, which involves reducing the rank and/or compensation of an employee.~~

~~The aforementioned disciplinary actions are meant as general guidelines for the less or destruction of District property. Some actions may require immediate suspension without pay or dismissal from AMCD employment. All disciplinary action is subject to the District Director's discretion.~~

#### **NON-RETURNED AMCD ITEMS COMPENSATION POLICY**

The Anastasia Mosquito Control District **AMCD** will charge employees for District property ~~items~~ not returned once employment terminates. The **replacement** cost of the items will be deducted from the employee's last paycheck ~~if not paid for~~ directly.

<sup>7</sup> Update to Policy as approved by the Board of Commissioners on November 7, 2012

INFORMATION ONLY NOTE: (the Voting policy was duplicated here, already is in another section of the Handbook "Leaves with Pay --"Administrative Leave")

## **VEHICLES and PASSENGERS ON DISTRICT BUSINESS**

Occasionally it may be necessary for a Board member or an employee to drive their personal vehicle on District business. Such travel by employees must be authorized in advance by your supervisor. While driving on District business, employees are expected to drive in a safe manner, obey all state and local driving laws and refrain from the use of alcoholic beverages and drugs that may influence driving ability.

Anyone who uses their personal vehicle for District business must present proof of insurance coverage with the minimum amounts of comprehensive and/or liability insurance required by law and a copy of their driving license as requested.

<sup>8</sup> Upon the authorization of the District Director, and done on an individual, case by case basis; guests, visitors, and contractors may ride in AMCD vehicles, when driven by authorized AMCD personnel while conducting business in relation to the ~~Anastasia Mosquito Control District (AMCD)~~.

<sup>9</sup> Also, upon authorization of the District Director, and done on an individual, case by case basis, and only after a satisfactory background and driver's license check has been completed; interns, volunteers, and visiting scientists who are not AMCD employees (those being paid by collaborative entities) may drive AMCD vehicles, while conducting AMCD business in relation to the ~~Anastasia Mosquito Control District (AMCD)~~.

<sup>10</sup> Pertaining to passengers in AMCD aircraft, AMCD will follow this AMCD "Vehicle and Passengers on District Business Policy", the Federal Aviation Administration (FAA), Part 137, and the FAA Advisory Circular AC No.: 00-1.1B on the FAA Website at: [www.faa.gov](http://www.faa.gov)

The District Director also has the authority to:

1. <sup>11</sup> Use his Board appointed AMCD vehicle in St. Johns County with the ability to drive it home with his agreement to keep business and personal use of the vehicle separate.
2. Approve AMCD employees to park District vehicles at their home, during times when needed for business travel associated with AMCD business, training, seminars, and meetings and on special occasions for travel associated with AMCD business.
3. Approve AMCD employees, on an individual, case by case basis, to park their District vehicle at home on weekends, holidays, and/or on the occasions when they will be conducting ULV spraying late at night or early the next morning.

<sup>8</sup> Policy 2013-01; As approved by the Board of Commissioners on November 14, 2013

<sup>9</sup> As approved by the Board of Commissioners on 8-11-16

<sup>10</sup> Revision update as Proposed for 2019

<sup>11</sup> As approved by the Board of Commissioners on 10-20-16

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## EMPLOYMENT PROCEDURES

### <sup>12</sup>EQUAL OPPORTUNITY EMPLOYER

The District is an Equal Opportunity Employer (EOE). It is the policy of the District to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, sexual orientation, pregnancy, marital status, veteran status, disability, and all other classes protected by law. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The District complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The District will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status, disability, or any other classes protected by law.

### AMERICANS WITH DISABILITIES POLICY

In compliance with the Americans with Disabilities Act (ADA), ~~it is the policy of the District to~~ prohibits employment discrimination against otherwise qualified individuals with legally cognizable disabilities and ~~to shall~~ make reasonable accommodations to qualified persons with disabilities, unless to do so would pose an undue hardship or pose a safety threat to the employee, co-workers, or others.

Individuals who believe they need a reasonable accommodation should submit a request to the District's Director. The District reserves the right to request medical or other supporting documentation to the extent permitted by applicable law.

### EMPLOYMENT CLASSIFICATIONS

**FULL TIME** - An employee who is regularly scheduled to work forty (40) hours or more per week with continued employment in a position for an indefinite time, ~~and has completed the introductory period.~~

**PART TIME** - An employee who is regularly scheduled to work less than forty (40) hours per week, ~~and has completed the introductory period.~~

**TEMPORARY - PART TIME** An employee who is employed in a position for a limited period of time ~~such as seasonal work~~ **for less than six (6) months, such as interns or other employees who are hired for less than six months and is scheduled to work less than forty (40) or more hours per week.**

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<sup>12</sup> As approved by the Board on 5-10-1990

SEASONAL - FULL TIME – An employee who is hired for 6 months and employed FULL TIME, such as seasonal inspector sprayers and seasonal interns who are hired full time for a six month period.

TEMPORARY - FULL TIME – An employee who is regularly scheduled to work forty (40) hours or more per week with employment in a position for a definite time frame of more than six (6) months but not indefinite.

EXEMPT - An employee who is covered under an exemption under the Fair Labor Standards Act.

NON-EXEMPT - An employee who is subject to overtime provisions of federal and state laws, which require pay for hours worked in excess of forty (40) hours in one week, will be paid at the rate of one and one-half (1 ½) times their regular rate of pay.

The classification of an employee does not affect the *at will* nature of employment. Either party shall be free to terminate the employment relationship at any time for any reason and without cause.

If you have any questions concerning your status or the benefits for which you qualify, please contact your supervisor.

#### **PERSONNEL RECORDS AND CHANGES**

Personnel records are the property of the District. They will be secured to maintain confidentiality to the extent required by law. Relevant information concerning pay, performance, and other personnel issues will be maintained.

It is the responsibility of the employee to keep the office personnel up-to-date with any changes in their personal files as soon as possible.

Change of beneficiary needs to be reported in writing for inclusion in your personnel records.

#### **<sup>13</sup>EMPLOYMENT OF RELATIVES**

No member of the immediate family of an employee or a board member may be employed by the District. (Exception: allowing qualified relatives to apply for temporary intern and/or seasonal and/or grant funded positions only and the AMCD employees that they are related to will not be allowed to supervise their relatives.)

For the purposes of this section, "Relative / Immediate Family" is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister, **grandmother, grandfather, step grandmother, step grandfather, grandmother-in-law, grandfather-in-law, step grandmother-in-law, and step grandfather-in-law** of the relevant employee.

<sup>13</sup> Revision for approval by the Board of Commissioners on 5-10-18



If the "relative" relationship, as defined above, is established after employment, the employees concerned will decide who will remain with or terminate from the District. If the employees do not make a decision within ten (10) business days of the relationship being established, the District Director will decide. ~~However, neither employee will be terminated if the District Director determines that an actual or perceived conflict of interest will not arise.~~

#### **14POLICY ON ROMANTIC RELATIONSHIPS AND DATING**

~~The District wishes to promote the ethical and efficient operation of its programs and business. In this setting, the District wishes to avoid misunderstandings, complaints of favoritism, and other problems of supervision, security and morale, and possible claims of sexual harassment among its supervisors, staff, board members, and employees. For these reasons:~~

~~All employees, supervisors, staff members, administrative personnel, and board members are prohibited from pursuing a romantic relationship with or dating any other employee, supervisor, staff member, administrative personnel, or board member.~~

~~For the purposes of this policy, "romantic relationship" is defined as a mutually desired courting activity between two individuals. "Dating" is defined as a romantic social engagement arranged by personal invitation between the two individuals involved or arranged by a third party.~~

~~Supervisory employees and staff members who violate these guidelines will be subject to discipline, up to and including termination of employment and/or demotion. Employees, supervisors, staff members, or administrative personnel who participate in the violation of these guidelines will be subject to discipline, including transfer to another position, not under the direct or indirect supervision of the other individual or, in the event that no other position is available, termination. Employees engaged in such a relationship may, before disciplinary action is taken, make an election as in the instance of the employment of relatives.~~

The District would like to maintain clear boundaries between employee's personal and business interactions and how relationships are conducted during working hours and within the working environment. This policy doesn't prevent the development of friendships and/or romantic relationships between coworkers and does not preclude or interfere with the rights of employees protected by any state or federal laws concerning employment relationships.

#### **Dating supervisory personnel or those in direct or indirect supervision of an employee**

~~To avoid accusations of favoritism and abuse of authority,~~ The District strictly prohibits supervisors from dating their subordinates or those who report to subordinates (directly or indirectly). If this happens they supervisor will face disciplinary action, up to and including termination.

#### **Couples who are married or in a domestic partnership**

<sup>14</sup> Resolution 2004-03; As approved by the Board of Commissioners on February 12, 2004



Where two employees of the District marry or establish a domestic partnership,  
The Director will transfer one of the employees to another department, if  
feasible. The District will try to ensure that the transfer will not negatively affect  
your salary or benefits. If a transfer is not possible, one of the employees  
~~shall~~ resign. If a decision cannot be made by the employees involved, the  
final solution will rest with the District Director.

#### **Dating/Romantic Relationships**

1. During working time and in working areas, employees are expected to conduct themselves in a manner appropriate to AMCD policy that does not interfere with others employees or with overall District productivity.
2. During non-work time, such as, lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace ~~by a reasonable person~~ while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the District's disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors or those in direct or in-direct supervision of an employee and subordinates.
6. Any supervisor, manager, Board member or other District official in a sensitive or influential position is ~~forbidden~~ prohibited from ~~to~~ having a romantic or sexual relationship with another co-worker.
7. When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, The District will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
8. Failure to cooperate with the District to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the sexual orientation or gender of the parties involved.
10. ~~Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.~~

11. Any concerns about the administration of this policy should be addressed to the Districts HR representative.

### **CONFLICT OF INTEREST & OUTSIDE EMPLOYMENT**

Employment with the District is considered each employee's primary place of employment and responsibility. No employee shall, directly or indirectly, engage in or accept private employment, ~~enterprise~~ or ~~engage in any other enterprise or other~~ activity, or render services for any other interests, whether paid or unpaid, when such employment or service would conflict with the proper discharge of the employee's official duties, would tend to impair ~~his or her~~ **their** independence of judgment or action in the performance of duties as a District official or employee, or would otherwise give an appearance of conflict or impropriety.

Employees shall not have personal investments in or business relationships with outside organizations, businesses, or individuals that could conflict with the employee's duties or responsibilities as a District employee. Such relationships might be construed as evidence of favoritism, coercion, unfair advantage or collusion on the part of the employee or the District.

Commissioners of the District shall accomplish their duties and responsibilities as set forth in **Chapters 112 and 388, of the Florida Statutes**. They may engage in and/or accept private employment, enterprise or other activities and/or render services for other interests, whether paid or unpaid, as long as such employment or service does not conflict with the proper discharge of their official duties, or impair their independence of judgment or action in the performance of their duties as a District Commissioner, or otherwise give an appearance of conflict or impropriety, as regulated by Chapters 112 or 388, Florida Statutes.

Prior to accepting outside employment, employees are required to notify and obtain advance approval from their supervisor. In requesting approval, employees must advise the supervisor of the name and location of the outside employer, the type of business they are engaged in, the type of duties you will perform, and the number of days and hours you expect to work. Failure to advise the District and gain approval for outside employment is grounds for disciplinary action. Permission for outside employment will not be unreasonably withheld by the District, so long as it does not conflict with or interfere, or have the potential conflict with or ~~to~~ interfere with the District's operations and interests. If approved, permission to engage in outside employment may be revoked at any time if the supervisor determines that the outside employment is inconsistent with this policy.

During any hours for which the employee is required to or scheduled to work for the District, an employee may not accept or be compensated for work performed on behalf of any other employer or individual. No District personnel, facilities,



vehicles or other District property may be used by employees while engaged in outside employment or activities.

Employees who have any concerns about violating this policy should seek advice from ~~his or her~~ **their** supervisor to avoid misrepresentation of facts.

### **PERFORMANCE EVALUATION**

~~At the District's discretion, a~~All regular, full-time employees **normally** receive a written performance review annually. Performance reviews are an ongoing process. Your supervisor is continually evaluating your work in relation to your job responsibilities and objectives. All employees will have **an annual** written performance evaluations that will be discussed with them by management.

### **PROMOTIONS**

When job openings present opportunities for advancement, an effort will be made to fill the position from within the rank and file of the District's personnel. However, the District will simultaneously **start conduct** an outside search. Employees requesting consideration for a job opening should submit a written ~~application~~ **Letter of Intent** to their immediate supervisor who shall forward it to the District Director promptly. ~~An employee must normally be in his or her~~ **their** ~~current position for twelve (12) months before a promotion is considered and must demonstrate a proficiency in the current work assignment.~~

### **MOSQUITO CONTROL TECHNICIAN PROMOTION PROCESS**

#### **Operational Controls**

- ~~1) Supervisor is required to document in writing an employee's performance against the criteria defined in the four new Mosquito Control Technician job descriptions and summarized in Attachment E, citing specific evidence of achieving the new requirements for each step. Supervisor must make a specific promotion recommendation, including 1) the step change, 2) % increase in salary, and 3) effective date.~~
- ~~2) Director must formally approve the promotion.~~
- ~~3) A promotion may be granted at any time during the year, based on when an individual has been able to achieve the necessary new requirements of the next step.~~
- ~~4) The promotion percentage increase cannot exceed 5% without the formal approval of the AMCD Board.~~

#### **Financial Controls**

- ~~1) Once a year during the normal budget cycle each supervisor must forecast promotions for the year, including the name and the amount of increase for an individual. This process does not in any way guarantee that any individual will actually receive the promotion.~~
- ~~2) A specific budget line item will be identified to track actual results and provide management accountability.~~



INFORMATION ONLY NOTE: The Mosquito Control Technician Promotions are part of the PAY PLAN POLICY

#### **<sup>15</sup>TRANSFERS**

~~The need may arise from time to time for transfers of employees from one station within the District to another. In transferring employees, the District will consider the needs of the employees, but such transfers are at the ultimate discretion of the District Director.~~

~~New employees will sign and date a form that reflects that he/she **they** will be subject to transfer from one station to another, if the situation warrants.~~

#### **TERMINATION OF SERVICE**

Termination is defined by category and action to be taken as follows:

RESIGNATION - Just as the District may terminate employment at any time, an employee may terminate employment at any time as well. For planning purposes, the District requests that all employees provide it with a minimum notice of an intended resignation of ten (10) business days prior to the intended date of departure. Such notice is to be made in writing. Please note that failure of an employee to provide at least a ten (10) business day written notice in advance of resignation to the District will result in the forfeiture of all unused annual and sick leave benefits.

Three (3) consecutive workdays of absence without notice to appropriate management is considered resignation without notice.

RELEASE - This is a termination that results during the probationary period when the employee may not be suited for the type of work or may lack the qualifications, or the District has otherwise determined not to continue the employee in the position.

LAY-OFF - results when no work is available for the employee.

RETIREMENT - as defined in the Florida Retirement System.

DISCHARGE - The District reserves the right at any time to terminate employment with or without reason. An employee who is discharged is usually not subject to rehire. In case of discharge, an employee will not receive annual or sick leave pay or other accrued non-wage benefits ~~unless mandated by law.~~

Receipt of the full and final paycheck is subject to:

1. Return of all District property, keys, uniforms, handbooks and other items to the District, upon termination of employment.
2. Satisfaction of all financial obligations to the District. Employees will normally receive their final paycheck on the next regularly scheduled payday.

<sup>15</sup> As approved by the Board of Commissioners on October 10, 1985.

## **EMPLOYMENT REFERENCES**

Verbal or written employment references on former employees shall not be given by employees. All inquiries by telephone or mail for references must be forwarded to the District Director.

## **EXIT INTERVIEW**

Any employee leaving the employment of the District is encouraged to attend an exit interview conducted by a supervisor. The purpose of the interview is to resolve any questions of compensation, insurance continuation, return of District property, or other matters related to the termination. The monetary value of District property that is not returned or properly accounted for may be deducted from any monies owed the employee from ~~his or her~~ **their** final paycheck.

## **REHIRING FORMER EMPLOYEES**

Former employees who left due to resignation, layoff or release, but who had a satisfactory performance record while employed, are considered eligible for rehire after a review of the employee's previous employment records and advance approval of management. All employees' rehired following termination or release are considered new employees and shall serve ~~a~~ **an introductory probationary** period.

## **<sup>16</sup>NON-INTERFERENCE in PROCUREMENT and HIRING PRACTICES POLICY**

The AMCD has adopted this policy for non-interference in procurement and hiring practices. It is deemed in the interest of the public that additional measures be adopted to prevent an abuse of discretionary authority by individual ~~officials~~ **Commissioners, staff,** and employees in matters of procurement and hiring;

- a.) No official or employee shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere in a procurement or personnel matter. If the official or employee is a member of an evaluating body, that person may participate in the process to the same degree as all other members of that body.
- b.) Nothing in this section may be construed to prohibit individual members of the District Board from asking questions of any employee and making personal observations regarding all aspects of District operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the commission. It is the express intent of this section, however, that such inquiry not interfere directly with the administrative operations of the District and that recommendations for change or improvement in the District be made through policies and procedures adopted by the Board.

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<sup>16</sup> Policy 2011-02, Resolution 2011-01; As approved by the Board of Commissioners on March 10, 2011



## <sup>17</sup>WHISTLEBLOWER LAW/POLICY

AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD officials. Employees acting in good faith ~~to~~ who report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report. Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations. ~~Please refer to~~ The following official policy adopted by the AMCD Board ~~for~~ provides more specific, detailed information.

### PROTECTING SAFETY, HEALTH AND ENVIRONMENT AND EMPLOYEE RIGHTS TO RAISE CONCERNS

Statement of Principles: The Anastasia Mosquito Control District of St. Johns County (AMCD) encourages employees to raise concerns rather than let them fester, to ask questions and make suggestions, and to work together to solve problems and make AMCD a safe, healthy, happy workplace by respecting principles of equality, openness, transparency and a good day's work for a good day's pay.

AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD officials. Employees acting in good faith to report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report.

#### **A. Environmental, Safety and Health Protection**

1. AMCD will control mosquitoes safely and prudently at the lowest feasible cost, favoring natural methods (like reducing standing water), protecting and advancing environmental, safety and health protection.
2. All employees and citizens are encouraged to ask questions, raise issues and report concerns, including concerns about environment, safety and health, accountability, or other AMCD governance issues.
3. Persons raising concerns will be respected and treated with courtesy. Concerns will be discussed with respect for individual rights.
4. Employees and supervisors are empowered to report their environmental, safety and health protection concerns to the **proper chain of command**. ~~Board of AMCD and to individual Board members without fear or favor.~~

<sup>17</sup> Policy 2009-01; As approved by the Board of Commissioners on 11-20-08



~~5. Employees and supervisors are empowered to report their environmental, safety and health protection concerns to the Board of AMCD and to individual Board members without fear or favor.~~

#### **B. Standards**

4. AMCD expects high standards in protecting employees and the public. Employees are expected to report environment, safety and health concerns and management shall ~~act upon them~~ take appropriate action expeditiously.

#### **C. Knowingly False Allegations Not Protected**

Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations.

#### **D. Florida Law For Other Types of Employee Concerns**

Concerns other than environmental, health and safety concerns are protected by "Florida's Whistleblower Law", ~~which provides:~~ **See Florida Statute 112.3187 - 112.31895 for the full "Florida Whistle-Blower's Act".**

#### **FLORIDA WHISTLE-BLOWER'S ACT**

~~112.3187 Adverse action against employee for disclosing information of specified nature prohibited; employee remedy and relief.—~~

~~(1) SHORT TITLE.— Sections 112.3187— 112.31895 may be cited as the "Whistle-blower's Act."~~

~~(2) LEGISLATIVE INTENT.— It is the intent of the Legislature to prevent agencies or independent contractors from taking retaliatory action against an employee who reports to an appropriate agency violations of law on the part of a public employer or independent contractor that create a substantial and specific danger to the public's health, safety, or welfare. It is further the intent of the Legislature to prevent agencies or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.~~

~~(3) DEFINITIONS.— As used in this act, unless otherwise specified, the following words or terms shall have the meanings indicated:~~

~~(a) "Agency" means any state, regional, county, local, or municipal government entity, whether executive, judicial, or legislative; any official, officer, department, division, bureau, commission, authority, or political subdivision therein; or any public school, community college, or state university.~~

~~(b) "Employee" means a person who performs services for, and under the control and direction of, or contracts with, an agency or independent contractor for wages or other remuneration.~~

~~(c) "Adverse personnel action" means the discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by an agency or independent contractor.~~

~~(d) "Independent contractor" means a person, other than an agency, engaged in any business and who enters into a contract including a provider agreement, with an agency.~~

~~(e) "Gross mismanagement" means a continuous pattern of managerial abuses, wrongful or arbitrary and capricious actions, or fraudulent or criminal conduct which may have a substantial adverse economic impact.~~

#### ~~(4) ACTIONS PROHIBITED.—~~

~~(a) An agency or independent contractor shall not dismiss, discipline, or take any other adverse personnel action against an employee for disclosing information pursuant to the provisions of this section.~~

~~(b) An agency or independent contractor shall not take any adverse action that affects the rights or interests of a person in retaliation for the person's disclosure of information under this section.~~

~~(c) The provisions of this subsection shall not be applicable when an employee or person discloses information known by the employee or person to be false.~~

#### ~~(5) NATURE OF INFORMATION DISCLOSED.—The information disclosed under this section must include:~~

~~(a) Any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an employee or agent of an agency or independent contractor which creates and presents a substantial and specific danger to the public's health, safety, or welfare.~~

~~(b) Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor.~~

~~(6) TO WHOM INFORMATION DISCLOSED.—The information disclosed under this section must be disclosed to any agency or federal government entity having the authority to investigate, police, manage, or otherwise remedy the violation or act, including but not limited to, the Office of the Chief Inspector General, an agency inspector general or the employee designated as agency inspector general under s. 112.3189(1) or inspectors general under s. 20.055, the Florida Commission on Human Relations, and the whistle-blower's hotline created under s. 112.3189. However, for disclosures concerning a local governmental entity, including any regional, county, or municipal entity, special district, community college district, or school district or any political subdivision of any of the foregoing, the information must be disclosed to a chief executive officer as defined in s. 447.203(9) or other appropriate local official.~~

~~(7) EMPLOYEES AND PERSONS PROTECTED.—This section protects employees and persons who disclose information on their own initiative in a written and~~

~~signed complaint; who are requested to participate in an investigation, hearing, or other inquiry conducted by any agency or federal government entity; who refuse to participate in any adverse action prohibited by this section; or who initiate a complaint through the whistle-blower's hotline or the hotline of the Medicaid Fraud Control Unit of the Department of Legal Affairs; or employees who file any written complaint to their supervisory officials or employees who submit a complaint to the Chief Inspector General in the Executive Office of the Governor, to the employee designated as agency inspector general under s. 112.3189(1), or to the Florida Commission on Human Relations. The provisions of this section may not be used by a person while he or she is under the care, custody, or control of the state correctional system or, after release from the care, custody, or control of the state correctional system, with respect to circumstances that occurred during any period of incarceration. No remedy or other protection under ss. 112.3189-112.31895 applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under ss. 112.3187-112.31895 is being sought.~~

~~(8) REMEDIES.—~~

~~(a) Any employee of or applicant for employment with any state agency, as the term "state agency" is defined in s. 216.011, who is discharged, disciplined, or subjected to other adverse personnel action, or denied employment, because he or she engaged in an activity protected by this section may file a complaint, which complaint must be made in accordance with s. 112.31895. Upon receipt of notice from the Florida Commission on Human Relations of termination of the investigation, the complainant may elect to pursue the administrative remedy available under s. 112.31895 or bring a civil action within 180 days after receipt of the notice.~~

~~(b) Within 60 days after the action prohibited by this section, any local public employee protected by this section may file a complaint with the appropriate local governmental authority, if that authority has established by ordinance an administrative procedure for handling such complaints or has contracted with the Division of Administrative Hearings under s. 120.65 to conduct hearings under this section. The administrative procedure created by ordinance must provide for the complaint to be heard by a panel of impartial persons appointed by the appropriate local governmental authority. Upon hearing the complaint, the panel must make findings of fact and conclusions of law for a final decision by the local governmental authority. Within 180 days after entry of a final decision by the local governmental authority, the public employee who filed the complaint may bring civil action in any court of competent jurisdiction. If the local governmental authority has not established an administrative procedure by ordinance or contract a local public employee may, within 180 days after the action prohibited by this section, bring a civil action in a court of competent jurisdiction. For the purpose of this paragraph, the term "local governmental authority" includes any regional, county, or municipal entity, special district, community college district, or school district or any political subdivision of any of the foregoing.~~

~~(c) Any other person protected by this section may, after exhausting all available contractual or administrative remedies, bring a civil action in any court of~~



competent jurisdiction within 180 days after the action prohibited by this section.

(9) RELIEF. In any action brought under this section, the relief must include the following:

(a) Reinstatement of the employee to the same position held before the adverse action was commenced, or to an equivalent position or reasonable front pay as alternative relief.

(b) Reinstatement of the employee's full fringe benefits and seniority rights, as appropriate.

(c) Compensation, if appropriate, for lost wages, benefits, or other lost remuneration caused by the adverse action.

(d) Payment of reasonable costs, including attorney's fees, to a substantially prevailing employee, or to the prevailing employer if the employee filed a frivolous action in bad faith.

(e) Issuance of an injunction, if appropriate, by a court of competent jurisdiction.

(f) Temporary reinstatement to the employee's former position or to an equivalent position, pending the final outcome on the complaint, if an employee complains of being discharged in retaliation for a protected disclosure and if a court of competent jurisdiction or the Florida Commission on Human Relations, as applicable under s. 112.31895, determines that the disclosure was not made in bad faith or for a wrongful purpose or occurred after an agency's initiation of a personnel action against the employee which includes documentation of the employee's violation of a disciplinary standard or performance deficiency. This paragraph does not apply to an employee of a municipality.

(10) DEFENSES. It shall be an affirmative defense to any action brought pursuant to this section that the adverse action was predicated upon grounds other than, and would have been taken absent, the employee's or person's exercise of rights protected by this section.

(11) EXISTING RIGHTS. Sections 112.3187-112.31895 do not diminish the rights, privileges, or remedies of an employee under any other law or rule or under any collective bargaining agreement or employment contract; however, the election of remedies in s. 447.401 also applies to whistle-blower actions.

Policy 2009-01, Version 1

As approved by the Board of Commissioners on 11/20/08

## **18 CONTINUING EDUCATION POLICY**

Full time AMCD employees are eligible, after one year of employment, for job-related, continuing education course work toward skill improvement or a higher degree.

### **Standards and Limitations:**

- In order to be eligible for continuing education course work, the

<sup>18</sup> Revised and approved by the Board of Commissioners on April 9, 2015; Prior Updates October 10, 2012

employee must be employed full time with AMCD for a minimum of one year.

- Employees may use ~~\$1,000~~ up to \$3,000 per six month period for continuing education classes for registration fees and tuition.
- All courses are subject to approval by the Director and must be job related.
- Courses are not to be taken during employee's scheduled work hours.
- Upon completion of course work, a copy of the final grade or complete certification must be submitted. (i.e. transcript or other document clearly stating the final grade or certificate)
- Final grade must be passing (2.0 or higher) and the completed courses have to be certificated or the employee is subject to reimbursing AMCD through deduction from ~~his/her~~ their paycheck for the continuing education course work that was taken.
- All book and course material purchases will be the sole responsibility of the employee.
- AMCD may pay the registration fee above for the employee first, however, if the employee ~~fails the course~~ (with a grade of D or below), the registration fee ~~has to shall~~ be paid back-back by the employee to AMCD through deduction from ~~his/her~~ their paycheck.
- Upon obtaining a higher degree, the employee is expected to retain ~~his/her~~ their employment with AMCD for a minimum of one year following receipt of the degree. The date of obtaining the higher degree will be counted as the date that the employee ~~passes their "defense"~~ graduates. If the employee breaks the policy by leaving before one year after obtaining their higher degree, they will pay the District back at 50% of the total cost, beginning April 9, 2015.

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~~\$15,000 Education Fund~~

~~\$1,000 - \$ 3,000 per employee/per 6 month period / - registration fees / - tuition expenses~~

## **YOUR EMPLOYEE BENEFITS PROGRAM**

### **GENERAL INFORMATION**

The District is proud of the benefits we have to offer to our employees. Benefits are made possible by employees and management working together and performing their respective job responsibilities to the best of their ability. The benefits program will continue to be reviewed in an effort to provide good coverage. **Not only do you receive your wages each pay day, you may also receive a substantial number of employee benefits which, while not paid in cash, still represent real dollars to you and your family. These benefits may include paid annual leave, sick leave, emergency leave, bereavement leave, paid holidays, and various types of insurance.**

Efforts have been made to provide a clear explanation of the benefits in non-legal language. However, benefits are defined in **AMCD policies and Benefit Companies** plan documents. ~~and~~ Should questions arise, the plan documents will govern, not the wording of this booklet.

We want you to **have a full understanding of all of your employee** ~~the~~ benefits. Should you have questions, do not hesitate to ask your supervisor or the ~~accountant.~~ **HR representative.**

Benefits, ~~unless mandated by law or otherwise specified,~~ apply only to regular **and Temporary** full-time employees, with the exception of holidays for all seasonal personnel and interns **and visiting scientists**, as well as annual leave accrual for ~~seasonal personnel and full-time interns~~ **all those working full time (interns and seasonal, or visiting scientists)** who possess and maintain a Public Health Pest Control license.

### **THE PAYCHECK ISN'T ALL THERE'S MORE**

~~Your paycheck is important but it does not represent all of the compensation you receive from the District. Not only do you receive your wages each pay day, you may also receive a substantial number of employee benefits which, while not paid in cash, still represent real dollars to you and your family. These benefits include paid annual leave, sick leave, emergency leave, bereavement leave, paid holidays, and various types of insurance. We want you to have a full understanding of your employee benefits. If you ever have any questions concerning any of these employee benefits, please ask your supervisor or the administrative assistant.~~

### **GROUP INSURANCE PROGRAM**

<sup>19</sup>Regular **and Temporary** full-time employees are eligible to participate in the group insurance program immediately from date of hire. The program is designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, accident and/or death. Coverage includes medical, dental, and life insurance. The cost to provide these benefits to the employee is currently paid by the District. Employees desiring to cover their

<sup>19</sup> As approved by the Board of Commissioner 10-10-19 / to be effective January 1, 2020



eligible dependents under this plan are responsible for paying a portion of the dependent premium costs through payroll deduction.

<sup>20</sup>The District will pay 50% of the District funded health savings account ("HSA") from the first date of hire and will pay the additional 50% of the District Funded HSA after six (6) months of employment.

Detailed information concerning the group insurance program will be provided to all employees on a periodic basis. The District reserves the right to amend or terminate any of these programs and/or to increase employee contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to the District's benefits, the plan administrator will notify plan participants of any amendments to the plan.

#### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

If you are an employee of the District covered by our medical insurance plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the involuntary termination of your employment (~~for reasons other than gross misconduct on your part~~). Your eligible dependents may also have the right to elect continuation coverage for a temporary period in certain circumstances where their coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you have any questions concerning your rights under COBRA, please contact the ~~accountant~~ **HR representative** for details.

#### **FLORIDA RETIREMENT SYSTEM**

Regular, full-time employees participate in the Florida Retirement System. Most of these contributions for this retirement program are paid by the District and employees pay 3%. The requirements for eligibility for retirement benefits and the types and levels of benefits are established by the Legislature of the State of Florida in **Chapter 121, Florida Statutes**.

The Florida Retirement System also has disability benefits that will be explained upon request.

#### **<sup>21</sup>DEFERRED COMPENSATION SAVINGS PLAN**

The District provides employees with a means of long-term savings to supplement your Florida Retirement System and Social Security benefits at retirement.

AMCD offers a deferred compensation plan to employees who are interested.

<sup>20</sup> As approved by the Board of Commissioners 10-10-19 / to be effective January 1, 2020

<sup>21</sup> As approved by the Board of Commissioners on April 10, 1997

Employees' contributions to this plan will be payroll deducted.

Employees are eligible to participate in the plan ~~upon completion of 180 days probationary period~~ **immediately upon date of hire**. ~~In the 180 days probationary period preceding the employee's election to enroll, An enrollment packet will be presented to eligible employees.~~

### **SOCIAL SECURITY RETIREMENT SYSTEM**

You may receive a lifetime monthly pension based upon earnings and the number of years you are covered under the Social Security Act. In addition to the amount you have deducted from your paycheck, the District also matches your deduction dollar for dollar and pays into your social security account. You are encouraged to check your social security record every few years to make certain that deductions have been correctly reported and credited to your account. ~~The Social Security Office provides free postcards for this purpose.~~

### **UNEMPLOYMENT COMPENSATION**

The District pays the entire cost of unemployment compensation insurance. This benefit is designed to help prevent the financial hardship of unemployment. Payment of this benefit is administered by the State of Florida.

### **WORKERS' COMPENSATION**

When an on-the-job **related accident or disability** is determined to be in the course and scope of your employment, workers' compensation insurance covers the cost for your medical expenses and hospital care plus compensation for lost wages. The District pays the entire cost of this benefit to Workers Compensation. **However, immediately following a work-related injury or disability, Workers Compensation will not start for 40 hours (seven days), therefore the District will pay that 40 hours as Administrative Leave. If your disability extends to over 21 days, Workers Compensation will then pay those first 40 hours (seven days) and the employee will then be responsible for paying that amount back to the District, for the first 40 hours. After 40 hours, Workers Compensation will cover 66 2/3 of the employee's wages, and the employee will need to use accrued sick leave first and then annual leave (once sick leave is exhausted) to make up the difference to receive full pay. Employees should not receive combined Workers Compensation benefits and District pay (sick and/or annual leave) in excess of their normal salary.**

All injuries, no matter how superficial they may appear, should be reported immediately to your supervisor.

In the event of an accident on-the-job that requires medical treatment and when the injury appears to be life threatening, the employee should be taken to a hospital emergency room. For a less serious injury, an emergency primary care center designated by the insurance carrier should be used.

**Please see Florida Statute 440.14 for full Workers Compensation information.**

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## **ABOUT YOUR PAY PRACTICES AND PROCEDURES**

### **22OVERTIME**

A non-exempt (hourly) employee who works over forty (40) hours in a workweek will be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay in accordance with the provisions of the **Fair Labor Standards Act of 1938**, as amended. <sup>23</sup>(Work hours for overtime purposes include actual hours worked. Work hours do not include <sup>24</sup>holidays, annual leave, sick leave, or other forms of leave.) All hours worked in excess of your regular schedule must be authorized in advance by your supervisor and approved by the Director.

Occasionally, overtime may be required due to business necessity. Examples of business necessity include, but are not limited to, an encephalitis outbreak, a public health emergency declaration or threat, an epidemic, a hurricane or a severe tropical storm, etc. We are confident that all employees will cooperate to the fullest when overtime hours are required. If there are not enough volunteers, it will be necessary to require employees to work overtime hours. If overtime is anticipated, an effort will be made to notify you prior to the beginning of that day. Whenever necessary, the supervisor will schedule mandatory overtime as far in advance as possible.

An exempt employee will not receive overtime pay. There will be times when working extra hours will be required.

### **TIME-KEEPING**

All employees will complete a daily time sheet that *accurately* reflects all hours worked **and tasks performed**. Time sheets allow for accurate accounting of employee benefits and hours worked for computing pay and overtime for non-exempt employees. It is a violation of policy to falsify any time sheet or any District record. Violation may be grounds for dismissal.

Each employee will fill out a daily time sheet via their ~~pocket-pe's~~ **electronic device**. The supervisor **or Administrative Assistant** will print the timesheets and both the employee and supervisor will sign the completed time sheets at the end of the two week pay period. Your supervisor will explain the time sheet system to you.

The District reserves the right to institute other means of recording hours worked.

The District is committed to complying with the Fair Labor Standards Act of 1938, as amended. Accordingly, the District will pay all non-exempt employees an overtime rate for all work in excess of forty (40) hours per week. For record keeping purposes, the District may "round" any employees' hours, as permitted by law. Employees should refrain from working outside regular hours without direction from their supervisor.

<sup>22</sup> As approved by the Board of Commissioners on Aug. 10, 2006

<sup>23</sup> Approved June 2006 Revised Employee Handbook (Annual & Sick Leave paid at employee's regular rate of pay.

<sup>24</sup> Policy 2006-13; As approved by the Board of Commissioner on 8-10-06

### **PAY PERIODS**

Paydays for all employees are on a bi-weekly basis, ~~every other Friday~~. Payment is made for all work performed in the pay period ending the previous week. When a holiday occurs on a regularly scheduled payday, employees will receive pay on the last business day prior to the holiday or weekend. The District reserves the right to make changes to the pay periods.

Paychecks are carefully prepared, but errors can occur. If you think there is an error on your check, report it to your supervisor immediately.

### **PAYROLL DEDUCTIONS**

Payroll deductions may consist of, ~~but not be limited to~~, the following: federal income tax (withholding tax); social security and Medicare taxes; group insurance premiums (if applicable); dental insurance (if applicable); deferred compensation (if applicable); credit union (if applicable); loss, damage, or destruction of District property, upon termination of employment; ~~FRS-414(h); sunshine fund.~~

However, AMCD reserves the right to change deductions at any time.

### **WAGE AND SALARY**

~~It is the District's intent to maintain wage and salary rates and employee benefits that are competitive for similar work offered in our area. Wages and salaries will normally be reviewed on an annual basis. Wage and salary increases may be based upon cost of living, individual performance and length of service, and adjusted at the discretion of your supervisor, with management approval and funds being budgeted and available.~~

~~All employees' salaries are figured on an annual basis. Payment of this salary is on a bi-weekly basis every other Friday, which means they have twenty-six paydays per year. The annual salary is divided by twenty-six to give the amount of the bi-weekly pay.~~

~~Classes may be designated in the pay plan, indicating that pay is based on the total duties and responsibilities of the position instead of a standard forty (40) hour week, upon recommendation of the agency or agencies concerned and approval by the Board.~~

~~For non-exempt employees, the bi-weekly pay is divided by eighty to arrive at the hourly wage and then this is multiplied by one and a half (1 ½) to arrive at the pay for over-time.~~

~~A cost of living increase, along with a merit increase, is presented to the Board of Commissioners by the Director for consideration in the budget each fiscal year starting in October.<sup>25</sup> Salary ranges are updated and adjusted annually by whatever the cost of living is for this area.~~

**INFORMATION ONLY NOTE: (Wage and Salary is in the Pay Plan Policy)**

<sup>25</sup> Policy 2004-04: As approved by the Board of Commissioners on August 12, 2004



## **26PAY INCREASE EFFECTIVE DATE**

It is the official policy of the ~~Anastasia Mosquito Control District~~ **AMCD** that, unless other-wise specified **through the budget approved** by the Board of Commissioners, all pay increases given to employees are to take effect as of the first day of the pay period **after** ~~in which the increase is given~~ **approved. Please also see the Pay Plan Policy below for step increases given every three years on employee anniversary dates.**

## **27PAY PLAN POLICY**

The Anastasia Mosquito Control District of St. Johns County has two Pay Plans: the Full Time Pay Plan and the Seasonal Pay Plan. The pay plans are designed to reflect the market value of each position and are re-evaluated periodically to ensure they remain competitive.

Each position is assigned to a Grade in the Full Time Pay Plan. The Grades identify a minimum pay rate and a maximum pay rate. ~~28As of October 1, 2019,~~ **All** new positions will begin at a minimum of \$15.00 per hour or higher. Additionally, in the Full Time Pay Plan, each Grade has ten Steps within it. In this plan, employees are eligible to receive a Step Increase (move up one Step) every three years on their anniversary date as long as minimum performance standards have been met, until Step 10 has been reached at which point the employee is no longer eligible to receive future Step Increases.

The Seasonal Pay Plan has a flat rate for incumbents without a Public Health License and a flat rate for incumbents with a Public Health License.

The Board of Commissioners has the option of approving a Cost of Living Adjustment (COLA) each **year when the final budget is approved, July 1st**, and if approved all of the pay rates within the Pay Plans are adjusted by the COLA percentage. The Full Time Pay Plan will be adjusted by the approved COLA percentage effective October 1st. ~~The Seasonal Pay Plan will be adjusted by the approved COLA percentage effective on the next May 1st.~~

## **FULL TIME PAY PLAN**

### **STRUCTURE:**

- Structured pay plan with ten Grades, with ten Steps in each Grade.
- The Grade identifies the minimum and maximum pay rate. Employees are assigned to the Grade which most closely matches what the market and industry salary data indicates is the pay range for their position. Some Grades may have more than one employee assigned to them and others may have none assigned to them.

<sup>26</sup> Resolution 2005-06; As approved by the Board of Commissioners on July 14, 2005

<sup>27</sup> Revision as approval by the Board of Commissioners on 5-10-18; As approved by the Board of Commissioners 10-20-16; Revised 7-13-17

<sup>28</sup> As approved by the Board of Commissioners on July 11, 2019 and effective as of October 1, 2019



- Grades will be periodically evaluated to make sure they remain competitive with the market and industry and may be adjusted as necessary. Employees may be reassigned to a different Grade if warranted.
- Employees are assigned a Step within the Grade to which they are assigned.
- Step assignments are based on years of experience at AMCD (new hires may be assigned higher than Step 1 to account for relevant experience in a similar position elsewhere at the Director's discretion, however, new hires will not be assigned higher than Step 5 to ensure future growth in the pay plan).
- Step assignments for Mosquito Control Technicians, upon hire, will be based on education and experience per the following levels:
  - Grade 1-2: Must possess a high school diploma and have anywhere from no experience to 1 year experience.
  - Grade 2-3: Must possess a high school diploma, a Public Health Pest Control License and 3 years of experience ~ Or if they have a college degree, no experience is necessary.
  - Grade 3-4: Must possess a high school diploma, a Public Health Pest Control License and 4 years or more of experience ~ Or if they have a Master's Degree, no experience is necessary.
- If an employee transfers positions, promotion / demotion, and consequently changes Grades (higher or lower), ~~he or she~~ **they** will be assigned to the same Step number in the new Grade as ~~he or she~~ **they are** ~~is~~ already assigned or the step number determined by the Director.

#### COST OF LIVING INCREASES:

- Every year, at the July Board meeting, the Board will make the decision about the Cost of Living increase based on a study analysis. All employees, from October 1 will receive a cost of living raise, if approved by the Board of Commissioners.
- The entire pay grid will be adjusted each year by the cost of living increase percentage if one is approved by the Board of Commissioners.
- The cost of living increase will be effective in the pay period which will be paid on the first pay date in October.

#### STEP INCREASES:

- Step Increases are a combination of merit and length of service increase and range between 3 – 5% depending on which Step the employee is assigned.
- Step Increases are in addition to any approved Cost of Living increases, so it is possible that an employee could receive a Cost of Living increase in October, and also receive a Step Increase in that same fiscal year.

- Employees will receive a Step Increase (move up one step) every three years in the pay period in which ~~his/her~~ **their** anniversary date falls.
- When employees obtain a Grade Level promotion prior to their next "Step Date", the Grade Level Promotion date replaces the Step Date and they are eligible for the next step increase beginning three years from this new "Grade Date".
- Employees must meet performance expectations (overall rating on all performance evaluations within the past three years) in order to receive a Step Increase.
- If an employee does not meet performance expectations, ~~his/her~~ **their** Step Increase will be delayed one year after the performance improvement.
- Once an employee reaches Step 10 (Maximum Pay Rate of the assigned Pay Grade), ~~he or she~~ **they** will only be eligible to receive the approved cost of living increases and will not be eligible for future Step Increases.
- Employees were assigned to the Pay Plan grade and step according to years of service. New hires will receive their step increase at their third anniversary year with the District. If the new hire's probation has been extended for 3 or 6 months, the step increase date will be extended for 3 or 6 months.

#### **SEASONAL PAY PLAN**

- Seasonal Inspectors/Sprayers and intern students and part time employees are paid \$15.00 per hour (~~beginning October 1, 2019~~) based on education and experience. If a Seasonal Inspector/Sprayer obtains ~~his or her~~ **their** Public Health License, the pay rate will be increased by \$0.50/hour effective the beginning of the next pay period after the license was issued.
- The pay rate for this position will be periodically evaluated to ensure competitiveness with the market and industry and will be adjusted as necessary.
- ~~The pay rate for the Seasonal Inspectors/Sprayers will be adjusted by the same COLA percentage that is approved for the Full Time Pay Plan and will be effective on May 1<sup>st</sup> each year.~~

#### **GARNISHMENT OF WAGES**

Employees are expected to be responsible for their own financial affairs and budget their expenses wisely. Voluntary assignments of pay will not be honored. Current laws will be followed in honoring garnishments.

### TRAVEL / PER DIEM

<sup>29</sup>A Simplified (high-low) per diem allowance is provided for in-state and out-of-state travel. Employees will be reimbursed at the approved mileage for all miles driven, plus tolls, and parking expenses when their personal automobile is used for authorized travel for the District's business. Personal vehicles may only be used for authorized travel in the event that a District vehicle is unavailable.

<sup>30</sup>In the event that it is necessary for an employee, such as a supervisor, to utilize their personal vehicle, they may be compensated at the IRS Code Specified Rate.

Accurate records will be necessary for reimbursement and <sup>31</sup>require actual receipts.

The District Director or ~~his/her~~ **their** designated representative has the power and authority to make advance payments to any authorized traveler for mileage, travel and/or convention/seminar costs and fees that have been approved by the Board of Commissioners and not directly prepaid to vendors.

Your supervisor will explain business travel policies and expenses that qualify for reimbursement when travel is required for District business.

All other provisions of **Florida Statutes 112.061**, for reimbursement, shall remain in full force and effect.

<sup>29</sup> As approved by the Board of Commissioners on January 8, 2004

<sup>30</sup> As approved by the Board of Commissioners on March 11, 2004

<sup>31</sup> Resolution 2004-02; As approved by the Board of Commissioners on March 11, 2004



## LEAVES OF ABSENCE

### LEAVES OF ABSENCE- GENERAL PROVISIONS

**ABSENCES FROM DUTY** - No employee of the District shall absent ~~himself~~ ~~themselves~~ from duty without authorized leave except in cases of sickness or emergency. An employee who is absent without authorized leave of absence for three (3) consecutive working days, shall be deemed to have abandoned ~~his~~ ~~their~~ position and to have resigned unless ~~he~~, ~~they~~, within a period of ten (10) working days succeeding the three (3) days, prove to the satisfaction of the Director that such failure was excusable, provided, however, that nothing contained herein shall be construed as preventing the Director from suspending or dismissing an employee because of unauthorized absence.

**LEAVE PERIODS TO BE STIPULATED** - Leaves of absence, with or without pay, with exception of those resulting from personal illness or emergency conditions, shall be for definite stipulated periods.

**RETURN TO DUTY** - At the expiration of the leave of absence, with or without pay, an employee reporting for duty shall be returned to the position filled by ~~him~~ ~~them~~ when such leave was granted except as otherwise provided ~~in Sections 5.10 and 5.11~~ under section: "Military Leave - Permanent Employee Positions and Other Than Permanent Employee Positions" and under section: "Leaves of Absence Without Pay". An employee may return to duty before the expiration of ~~his~~ ~~their~~ leave only with the approval of the Director. If, on the day following the expiration of leave, the employee has not returned to ~~his~~ ~~their~~ position and the leave has not been extended, ~~he~~ ~~the employee~~ shall be considered to have resigned from ~~his~~ ~~their~~ position effective the close of business on the last day of ~~his~~ ~~their~~ leave, unless extenuating circumstances are found to exist. In cases of leave without pay in excess of fifteen (15) calendar days, return to duty shall be reported to the Director.

### LEAVES OF ABSENCE WITH PAY- GENERAL PROVISIONS

**ELIGIBILITY** - Permanent, probationary, and provisional employees in the classified service shall be entitled to earn leave with pay. Educational leave shall not be considered a break in service nor affect ~~an~~ employees' eligibility for advancement in the pay scale. During educational leave the employee will not accrue sick or annual leave.

#### COMPUTATION OF LEAVES OF ABSENCE WITH PAY:

- A. Creditable Service - for the purpose of computing leave with pay, creditable service means all paid service of an employee under trainee, provisional, probational, and permanent appointments, when there is no break in service, provided, however, that no credit shall be allowed for calendar months during which an employee is in non-pay status for more than fifteen (15) calendar days.

**INFORMATION ONLY NOTE: Pertaining to 3<sup>rd</sup> paragraph above - Section 5 was Rule 5, was part of the Employee Handbook attachment prior to Feb. 2010 Revision – basically an attachment in the Board book**

B. Methods of Computation – Leave with pay shall be calculated in hours based on the number of hours in the employee's normal workday. In case of a change in the workday of an employee, his accrued leave shall be converted to conform to the workday for his current assignment. Leave with pay shall be calculated on a fiscal year basis.

C. Charges Against Accrued Leave With Pay – The amount of leave with pay charges against an employee's accumulation shall be equal to the number of regularly scheduled hours ~~he~~ **they** would otherwise have worked during ~~his~~ **their** absence on such leave. Leave with pay shall not be charged for non-work days.

D. Accrual of Leave with Pay While on Leave –

1. Regular Leave with Pay – Employees on regular leave with pay shall continue to accrue leave with pay during such leave periods.
2. Terminal Leave with Pay – Employees on terminal leave with pay shall not accrue leave with pay during such leave periods.
3. Leave Without Pay – Employees on leave without pay shall not accrue leave with pay during the period they are on non-pay status. Employees granted educational stipends shall be considered as being on leave without pay.

#### **LEAVES OF ABSENCE WITH PAY LEAVE FORMS**

**LEAVE FORMS**– Leaves of absence with pay shall be certified by the Director upon forms prescribed by the Director. All leave forms must be approved by the supervisor and ~~either~~ the Director **or Operations Manager, and then submitting submitted** to the **Administrative Assistant, in a timely manner, office** for recording **on each payroll**. No leave forms will be accepted without proper authorization.

Leave with pay shall not be allowed in advance of being earned.

#### **ANNUAL LEAVE**

The District recognizes that an employee will need time away from their job for vacation, family events, personal matters, and other reasons.

<sup>32</sup>All **licensed** full time seasonal employees and interns will receive annual leave each ~~6-month~~ season at 3.077 hours per pay period ~~(each two weeks)~~. Any accrued annual leave at the end of each season will be paid out to the seasonal employee at their present rate of pay. **There is no probationary period for full time seasonal employees or interns, however, seasonal employees and interns must obtain a PHPC license before they can accrue and take annual leave pay.**

<sup>32</sup> As approved by the Board of Commissioners on 11-7-12  
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INFORMATION ONLY NOTE: (Pertaining to first paragraph above "B Leave with Pay calculations", everything else is calculated on a fiscal year, therefore it makes sense that this be on a fiscal year also.) **(THIS WAS CHANGED AND APPROVED BY THE BOARD ALREADY)**

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All <sup>33</sup>regular **and temporary** full-time employees will accrue annual leave from date of hire <sup>34</sup>which may be taken after the first pay period accrual. Employees who have worked for the District less than one (1) year may not take more than two (2) consecutive days of this leave without permission from the supervisor.

Annual leave is **set up on an anniversary date basis and** accrued in accordance with the following schedule:

<u>Years(s) of Service</u>	<u>Leave Earned Per Pay Period</u>	<u>Leave Earned a Year</u>
Less than 3 years	3.077 Hours	10 Working Days
After 3 years less than 10 years	4.615	15 Working Days
After 10 years less than 15 years	6.154	20 Working Days
After 15 years less than 20 years	7.692	25 Working Days
Over 20 years	9.230	30 Working Days

<sup>35</sup>The District performs a mission critical community function and as such, needs to be able to respond to county wide emergencies resulting from hurricanes, storms, and outbreaks of viruses that threaten not only the quality of life, but in some cases human life as well. The District also holds workshops, meetings, training events, etc. that deal with important issues for the District and the public in general. Therefore, given the mission critical nature of the District, as well as the immediate needs of personnel during workshops, meetings, trainings, and other events, the management team needs to insure that appropriate staffing can be guaranteed 1) to cover the effects resulting from storms and 2) provide coverage during the mosquito "season" in St. Johns County and 3) provide coverage during workshops, meetings and events that the District holds pertaining to mosquito control, education, and other District business. Coverage can be realized through good staff planning, and coverage for storms is managed through flexible management policies.

Annual leave is governed by the following rules:

- Annual leave of greater than two (2) days in duration, requests must be submitted to your supervisor at least two (2) weeks in advance. District management will attempt to accommodate the request based on the status of conditions required to meet the needs of St. Johns County and the District mission, and the nature of the employee's request. However, District management reserves the right to ask employees to alter their request based

<sup>33</sup> As approved by the Board of Commissioners on December 15, 2016

<sup>34</sup> Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

<sup>35</sup> As approved by the Board of Commissioner on 1-14-16



on a "stack" up of requests in a given period of time, and/or an existing emergency.

- <sup>36</sup>Annual leave requests of two (2) days or less, the employee must contact their supervisor no later than 3 days before the start of the shift on the day they planned to take leave. If the employee is unable to reach ~~his/her~~ **their** supervisor and the employee's attempts to make a live connection fail, then the employee must leave a telephone number where they can be reached in order for the District to officially review and approve the employee's request. In all cases, annual leave must be officially approved by District management. A formal annual leave form must be filled out either over the telephone or in person.
- ~~For all regular full-time employees, the length of annual leave depends upon the years of service with the District and is set up on an anniversary date basis.~~
- USE OF ANNUAL LEAVE - Earned annual leave may be used on a current basis, subject to the approval of the Director, provided that annual leave granted shall not exceed leave earned on the first day of the month which such leave is granted.
- ~~ADVANCE LEAVE CREDIT NOT PERMITTED~~ - Leave with pay **and** shall not be allowed in advance of being earned. If an employee has insufficient leave credits to cover a period of absence, no allowance for leave shall be granted in advance or in anticipation of future leave credits. In such cases, payroll deductions for the time lost shall be made for the period which absence occurred.
- ~~Earned annual leave shall be granted for, but not limited to, the following:~~
  - ~~Vacation leave~~
  - ~~absence due to illness of a member of the employee's family~~
  - ~~absence to attend funerals~~
  - ~~religious holidays, and attendance of religious services in excess of two hours, other than those specified as legal holidays or absences authorized by the Director and the Board~~
  - ~~Absence to transact personal business that cannot be conducted during off duty hours~~
- <sup>37</sup>Annual leave ~~may~~ **must** be taken in **minimum** increments of fifteen (15) minutes.
- ~~For all <sup>38</sup>newly hired, regular full-time employees <sup>39</sup>annual leave may be taken upon completion of the 180-day probationary period. There is no probationary period for seasonal employees, however, seasonal employees must obtain a PHPC license before they can accrue and take annual leave pay.~~

<sup>36</sup> Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

<sup>37</sup> As approved with Employee Handbook Revision October 15, 2009

<sup>38</sup> As approved by the Board of Commissioners on December 15, 2016

<sup>39</sup> Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

INFORMATION ONLY NOTE: 1<sup>st</sup> bullet above was on prior page in YEARS of SERVICE. 3<sup>rd</sup> bullet was combined with second bullet. The 4<sup>th</sup> bullet is not necessary as annual leave can be used for any regular time off other than FMLA or sick time. 6<sup>th</sup> bullet combined with 2<sup>nd</sup> and 3<sup>rd</sup> paragraph under Annual Leave.

- <sup>40</sup>ACCUMULATION OF ANNUAL LEAVE - Annual leave will accrue on a continual unlimited basis year after year, however, for separation or retirement purposes, employees will receive pay for any accumulated annual leave, up to a maximum of 240 hours only, ~~as stated in the next paragraph.~~
- ENTITLEMENT UPON SEPARATION OF RETIREMENT - Employees retiring or otherwise separated from the District in good standing shall receive pay for their accrued annual leave up to the maximum number of ~~days~~ **hours** stipulated which is 240 hours.

LEAVE REPORTS - The administrative assistant will maintain a record of annual leave earned and taken for each employee, based upon time records submitted by the supervisors and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.

### **SICK LEAVE**

The District recognizes that from time to time, personal or immediate family illness, injury or accidents may require your absence from scheduled work. "Immediate family" is defined as the spouse and the grandparents, parents, brothers, sisters and children of both the employee and the spouse.

All <sup>41</sup>newly hired, regular **and temporary** full-time employees are eligible for paid sick leave which will accrue from date of hire and can be taken after their first pay period accrual from date of hire.

Sick leave is governed by the following rules:

- SICK LEAVE WITH PAY - Sick leave is set up on an anniversary date basis. An employee accrues sick leave at a rate of four (4) hours per pay period.
- Sick leave must be taken in minimum increments of fifteen (15) minutes.
- Sick leave pay will be based upon the employee's regular rate of pay.
- ACCUMULATION OF SICK LEAVE - Unused sick leave will be accumulated each year on an unlimited basis.
- You must notify your supervisor as soon as possible when illness, injury, or accident prevents you from reporting to work. Your supervisor must be notified in advance of medical appointments requiring time away from the job. Employees may use sick leave for:

<sup>40</sup> Revised; As approved by the Board of Commissioners on October 8, 2015

<sup>41</sup> As approved by the Board of Commissioners on December 15, 2016



- o personal illness or injury which prevents you from performing your actual duties.
- o personal medical, dental, or optical consultation or treatment
- o exposure to contagious disease when there is reason to believe there exists actual danger that the disease may be transmitted through the exposed employee to others during the course of his official duties.
- o death or critical illness of a member of the employee's immediate family
- o Maternity purposes for doctor's appointments and general sickness during the months up to the birth of the newborn and only when the employee has sick leave accrual available at the time of the request. The employee may use accumulated sick leave during the birth and for care of the newborn but for only up to twelve workweeks in a 12 month period and only if they have the leave time accrued at the time of the request being submitted at or before the birth. Once accrued sick leave has been exhausted, the employee will be on leave without pay for the remainder of the twelve workweeks only, based on the "Family and Medical Leave Act" per the United States Department of Labor, Wage and Hour Division. [www.dol.gov](http://www.dol.gov)

- ~~PROHIBITED USE OF SICK LEAVE - Sick leave may NOT be used for:~~
  - o ~~Maternity purposes~~
  - o ~~Nursing services for the employee's immediate family when such services can be supplied by other on a paid or unpaid basis.~~
  - o ~~Day care for the employee's children or housekeeper services~~
- SICK LEAVE REQUESTS - Requests for sick leave shall be submitted to the supervisor promptly upon return to duty. The employee shall have the responsibility of notifying his supervisor promptly of any illness or disability in compliance with agency regulations. - The District Director may require a written certification of the employee's illness from an attending physician. Additionally, a physician's release may be required for an employee to return to work after an injury or accident. Employees who take excessive sick leave may be asked to provide a physician's statement or be asked to resign.
- Use of sick leave on false claim of illness, accident, injury, or exposure to contagious disease, or falsification of proof to justify such leave shall be disciplined up to and including discharge.
- If you are on approved time off due to illness or accident when a holiday occurs, you will receive one (1) ~~8-hour~~ (normal workday of hours; 8 hours during the winter season and 10 hours during the summer mosquito season) day of holiday pay (for each holiday day) and not be charged with a day of sick leave.



- Employees may take one (1) day of sick leave each **fiscal** year for personal purposes, ~~with (5) days prior notice and approval of their supervisor.~~ This day must be taken as one (1) full 8 hour day.
- Any employee, who works three (3) consecutive months, without taking any sick leave, accrues an additional 8 hour day of annual leave.
- **USE OF SICK LEAVE** - Earned sick leave shall be granted on a current basis, provided that sick leave shall not exceed the leave earned on the first day of the month during which such leave is granted.
- When accrued sick leave has been exhausted, accrued annual leave pay will be used. ~~When accrued annual leave is exhausted, an employee may use sick leave from the sick leave pool, if it is available. If an employee uses the maximum days allowable from the sick leave pool,~~ **When all sick and annual leave is exhausted, the employee** he may be placed on a leave of absence without pay.
- ENTITLEMENT UPON SEPARATION -
  - Upon retirement from the District because of disability, certified by competent medical authority, the employee shall be entitled to use sick leave accumulated to his credit prior to the effective date of his retirement.
  - <sup>42</sup>One-fourth (1/4) of all unused accrued sick leave, up to a maximum of 480 hours, will be paid out upon separation of employment in a lump sum payment at your current rate of pay, provided you have been continuously employed by the District for ten (10) or more years, you are not discharged, and you provide at least ten (10) business days written notice of your intent to resign. In all other cases, unused sick leave is forfeited upon separation. This unused sick leave accrued credits payment is not considered as a salary payment and will not be used in determining the average final compensation of an employee in the District's administered retirement system.
  - When an employee is reinstated after retiring, ~~he~~ **they** shall not be credited with unused sick leave accrued during ~~his~~ **their** period of previous employment unless reinstatement is made within fifteen (15) calendar days of the date of separation.
- ~~TRANSFER OF SICK LEAVE BETWEEN AGENCIES — When an employee changes from employment in one agency to another agency, without a break of more than fifteen (15) calendar days, sick leave for the month in which the change of employment occurs shall be credited to the employee by the agency to which he has changed. All sick leave accrued by the employee shall be certified by the releasing agency to the receiving agency and credited to the employee.~~

The administrative assistant will maintain a record of sick leave earned and taken for each employee, based upon time records submitted by the supervisors

<sup>42</sup> As approved by the Board of Commissioners on June 10, 1993

and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.

#### **43 SICK LEAVE POOL**

~~The administrative office assistant will maintain accurate and reliable records showing the amount of sick leave which has been accumulated and is unused by employees, allowing participating full-time employees to pool sick leave and allowing any sick leave that is pooled to be used by any participating employee who has used all of the sick leave that has been accrued by him/her.~~

- ~~1. Full-time employees shall be eligible for participation in the sick leave pool after one (1) year of employment with the District, provided that they have accrued a minimum of twelve (12) days, or ninety-six (96) hours of sick leave.~~
- ~~2. The participation in the sick leave pool shall, at all times, be voluntary on the part of the employee.~~
- ~~3. Any sick leave pooled shall be removed from the personally accumulated sick leave balance of the employee contributing such leave on an "as needed" basis, which will be the number of hours needed to make up a full ten (10) days, or eighty (80) hours equaled to a full pay period. The number of hours needed will be divided by the number of participating employees and will not be a constant figure.~~
- ~~4. Any sick leave in the pool which leave is used by a participating employee shall be used only for the employee's personal illness, accident, or injury.~~
- ~~5. Participating employee shall not be eligible to use sick leave accumulated in the pool until all of his personally accrued sick, annual, and compensatory leave has been used.~~
- ~~6. Sixty (60) days of sick leave in the pool is the maximum which any one employee may use in any one calendar year.~~
- ~~7. A participating employee who used sick leave from the pool shall not be required to re-contribute such sick leave to the pool, except as otherwise provided herein.~~
- ~~8. An employee who cancels his membership in the sick leave pool shall not be eligible to withdraw the day of sick leave he has contributed to the pool.~~
- ~~9. When an employee uses the maximum days from the sick leave pool, he will then be placed on sick leave without pay.~~
- ~~10. The alleged abuse of the use of the sick leave pool shall be investigated, and, on a finding of wrongdoing, the employee shall repay all of the sick leave pool and shall be subject to~~

<sup>43</sup> As approved by the Board of Commissioners on February 20, 1980.



~~such other disciplinary action as is determined by the District.~~

~~11. The administration of the Sick Leave Pool program, including but not limited to, maintain the rules, enforcement and interpretation of the rules, shall be by the Director.~~

#### **<sup>44</sup> ANNUAL & SICK LEAVE PAYOUT POLICY**

I. Annual Leave Payout Policy - An employee is eligible to receive an annual leave payout each year in December ~~or June~~ **for from the current first to the last pay period dates in the prior** fiscal year period, subject to the following:

- Completion of one year of service from hire date;
- Employee must maintain a minimum of 80 hours annual leave;
- Employee must have taken at least one week (40 hours) of vacation during the past 12 months;
- Employee can convert up to three weeks (120 hours) of accrued vacation time to a benefit bonus payout at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District and overall cost.

II. Sick Leave Payout Policy - An employee is eligible to receive a sick leave payout each year in December ~~or June~~ (except for the termination year) for the current fiscal year period, subject to the following:

- Completion of one year of service from hire date;
- Employee must maintain a minimum of 80 hours sick time;
- Employee cannot exceed 40 hours utilization of actual sick time during the past 12 month period;
- Employee can receive a maximum payout of up to three weeks (120 hours) each year (except for the termination year) of the sick time accumulated at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District.

NOTE: If an employee leaves the District for any reason within a year of receiving a payout for accrued sick leave, that money will be collected from their final pay and earnings.

III. General - Requests for payouts must be received on the "Annual & Sick Leave Payout Request" form by the Director at least 2 weeks in advance of the payout.

Payouts will be made the first payday of ~~June~~ **or** December unless otherwise authorized.

#### **DISABILITY LEAVE WITH PAY**

<sup>44</sup> Policy 2010-02; As approved by the Board of Commissioners on Nov. 17, 2009



Any employee who sustains a service connected disability shall be carried in full pay status until such time as his ~~their~~ sick leave has been exhausted. The employee will be required to reimburse the agency for all Workmen's Compensation payments while he is ~~they are~~ on leave with full pay. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses or lump sum, or scheduled payments of disability losses. The employee shall be credited with sick or annual leave in the amount that is equivalent to the Workmen's Compensation payments made to the agency based on the employee's hourly rate of pay. If the employee is unable to resume work at the end of his ~~their~~ sick leave entitlement:

- o He ~~They~~ shall revert to normal Workmen's Compensation benefits, or
- o His ~~Their~~ case may be reviewed by a physician, appointed and paid by the agency, and the appointing authority shall recommend appropriate action for the Board's consideration. If the decision is to carry the employee in full pay status, he ~~they~~ shall continue to reimburse the agency for all Workmen's Compensation payments received while he ~~they~~ is ~~are~~ on leave with full pay, or
- o He ~~they~~ may elect to use his ~~their~~ annual leave in which case he ~~they~~ shall continue to reimburse the agency for all Workmen's Compensation payments received while he is ~~they are~~ on leave with full pay.

### **EMERGENCY LEAVE**

Emergency leave is for the critical illness of a member of the employee's immediate family, provided that such leave period shall not exceed three (3) days on any one occasion. Immediate family is defined as the spouse and the grandparents, parents, brothers, sisters and children of both the employee and the spouse.

### **BEREAVEMENT**

The District recognizes the need for you to be present in the event of a death in your immediate family. "Immediate family" is defined as the employee's spouse and the parents, grandparents, brothers, sisters and children of both the employee and the spouse. Whether the three (3) day leave or the five (5) day leave applies, this leave option will be jointly determined by you and your supervisor based upon circumstances. It is customary that the three (3) day leave be used when the deceased and subsequent services are within the county, and the five (5) day leave is reserved when you must travel outside of the county. Bereavement Leave will be compensated first from any accrued sick leave and second from annual leave. If there is insufficient accrued sick leave or annual leave, then the leave will be without pay.

An employee may be allowed up to two (2) hours of bereavement leave to attend the funeral services of a friend, with a statement provided to the employee's supervisor or the District Director, in the absence of that supervisor under which the employee works.

INFORMATION ONLY NOTE: (Disability Leave Policy combined in Workers Comp Policy)

### **HOLIDAY PAY**

<sup>45</sup>All seasonal employees and interns will receive holiday pay for the ~~three (3)~~ holidays that fall within their ~~six (6) month~~ season. ~~These holidays are: Labor Day, Independence Day, and Memorial Day.~~

Regular, full-time employees are eligible for holiday pay from the date of employment. The holidays usually observed are:

New Year's Eve	President's Day
New Year's Day	Veteran's Day
<sup>46</sup> Martin Luther King Jr., Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day <i>(Seasonal also)</i>	Christmas Eve
Independence Day <i>(Seasonal also)</i>	Christmas Day
Labor Day <i>(Seasonal also)</i>	

- If an authorized holiday occurs on a Saturday or Sunday (or a Friday during the winter season when we are on four {10 hour} days), it will usually be observed on another day, at management's discretion (or it may be added to the two week holiday shut down, usually observed at the end of December and the beginning of January).
- If a holiday occurs during your annual leave period you will receive holiday pay and not be charged with a day (s) of annual leave.
- Holiday pay will be based upon the employee's regular rate of pay.
- Employees on an unpaid leave of absence shall not be eligible for holiday pay.
- Generally, the District observes a mandatory two (2) weeks holiday shut down during the Christmas and New Year's holiday dates. The following holidays will generally be paid out as 10 hour holiday days during that two weeks; the day after Thanksgiving (as it falls on a Friday during our 10 hour/4 day weeks), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and sometimes Veteran's Day if it falls on a Friday, Saturday, or Sunday in November (where we are on 10 hour/4 day weeks). Depending on whether Veterans Day is used in November or in December, employees will need to have available 10 hours or 15 hours of annual leave to use during the two weeks and if they do not, it will be Leave without pay for those hours. The remaining 10 hours or 15 hours will be paid as Administrative Leave.

### **SPECIAL LEAVES WITH PAY- "ADMINISTRATIVE LEAVE"**

<sup>45</sup> Policy 2012-08; As approved by the Board of Commissioners on 11-7-12

<sup>46</sup> Policy 2012-09; Added as approved by the Board of Commissioners on 11-7-12



Special leave granted for Armed Forces Reserve and National Guard Training, Jury/Civic Duty, Voting, and Disaster Emergency Leave, and any other approved special leave, shall not be charged against the employee's accumulated leave. Such leave granted shall be recorded on the employee's attendance record as Administrative Leave.

### **MILITARY LEAVE**

#### **Reserve and National Guard Training**

Members of the United States Armed Forces Reserves or the National Guard who are required or ordered to engage in reserve training, whether on active or inactive duty, upon presentation of a copy of his official orders, shall be granted leave with pay (Administrative Leave) for up to 17 calendar days per year. Absences for reserve training in excess of 17 calendar days per year shall be without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave.

#### **Ordered to Active Military Service**

Members of the United States Armed Forces Reserves or the National Guard who are ordered to active military service other than short-term training provided for under section above "Reserve and National Guard Training" shall, upon presentation of a copy of his their official orders, be granted leave extending ninety (90) calendar days beyond the date of separation from the military service, shall be granted leave with pay for up to 30 calendar days. Leave for active military service in excess of 30 days will be granted without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave. Upon discharge from active military service, the employee is entitled to reinstatement to his or her their prior position to the extent required by applicable federal or state law. (Florida Statutes Chapter 115.09 and 115.14)

#### **Permanent Employee Positions.**

In the absence of a permanent employee the position in which he they holds status shall be filled on a substitute basis. Upon his their separation from the military service, the employee must request reinstatement, in writing, within the prescribed period, submit to a medical examination, if required to determine his their fitness to perform the duties of the position he is they are returning to and present a Photostat copy of his their separation papers. Upon complying with the aforementioned requirements, the substitute employee will be separated or transferred and the employee restored to his their former position at the step in the salary range at which he was they were being paid when leave was granted. However, if said employee volunteers for an additional tour of duty when he they becomes eligible for separation, he they shall forfeit his their reinstatement rights.

#### **Other Than Permanent Employees Positions.**

In the absence of an employee having other than permanent status, the position he they held may be filled by normal certification procedures instead of on a substitute basis. Upon complying with this procedure prescribed for a permanent employee in Section 5.101 above, "Permanent Employee Positions", he they shall be entitled to re-employment in a



position equivalent to that held when leave was granted at the step in the salary range at which ~~he was~~ **they were** being paid upon separation, ~~he~~ **they** shall forfeit ~~his~~ **their** re-employment rights.

### **JURY/ CIVIC DUTY**

If you are subpoenaed for involuntary jury duty, or as a witness in a court of law, you must notify your supervisor as soon as possible of the time and place you are to serve. You must provide your supervisor with a copy of your subpoena or other court order.

You will receive your regular rate of pay (as Administrative Leave) for each day of ~~petit~~ jury duty pay on which you would have otherwise worked. To receive jury duty pay, you must present acceptable proof to your supervisor showing the dates of jury service and ~~the pay received~~ **the employee shall refuse pay** from the jury or witness assignment ~~should be turned over to the District, as they are~~ **being paid by the District.**

You are expected to return to work if you are dismissed from jury service before the end of the regularly scheduled workday. It is our policy to follow applicable local, federal and state laws.

~~Leave with pay for court attendance shall not be granted when the employee is the defendant or is engaged in personal litigation, except when the personal litigation is a result of an act performed by the employee as a part of his official duties. Annual leave, however, may be granted for such purposes.~~

### **MEETINGS**

~~Whenever it is deemed to be for the best interest of the District, an employee may be granted leave with pay (Administrative Leave) to attend professional and technical institutes or conferences or such other meetings as may contribute to the effectiveness of his services to the District upon his return to duty.~~

### **EXAMINATIONS**

~~Employees shall be granted leave with pay (Administrative Leave) while participating in District Merit System examinations on a regular workday, or taking a required examination pertinent to the employee's District employment before a District licensing board.~~

### **VOTING**

The District encourages all employees to exercise their right to vote. The polls are open a sufficient number of hours to allow you to vote either before or after your regular work hours. **Therefore,** employees are expected to make arrangements to vote outside of working hours, or with the least possible loss of working time. In situations where this is not possible, a maximum of two (2) hours *(as Administrative Leave)* may be allowed for voting in a primary, general or special election. If more time is required, employees should arrange to vote by absentee ballot or to take necessary annual leave.

#### **47DISASTER EMERGENCY LEAVE**

When a geographical area is affected by a natural disaster, the Director shall determine whether the conditions that existed constituted an emergency which warranted the closing of the District offices and shops, in which case the employees will be granted administrative leave.

#### **LEAVES OF ABSENCE WITHOUT PAY**

Leaves of absence without pay may be granted to probationary and permanent employees as hereinafter provided. Employees shall be required to use all earned annual leave prior to granting leave without pay, except in cases where such leave is granted, at the request of the agency, to accept temporary employment with other governmental agencies or to accept exempt appointments in the employees' own agency. ~~The Director,~~ At the time, ~~the Director~~ **he** approves such leave, ~~the Director~~ shall stipulate whether the employee shall be entitled to ~~his~~ **their** former position on return or whether ~~he~~ **they** shall be reinstated to a position in the same class when one is available after expiration of the leave period.

#### **GENERAL LEAVE WITHOUT PAY**

The ~~appointing authority~~ **Executive Director** may for good and sufficient reason grant an employee leave without pay for a period not to exceed six (6) months. Such leave may be extended for meritorious reasons upon written request and approval of the Director for a period not to exceed an additional six (6) months. An employee who is mentally or physically incapacitated to perform the duties of his position may be granted leave without pay under the provisions of this section.

Commented [WF9]: Who is the "appointing authority"? Is this intended to reference the Bd of Commissioners? Need to clarify.

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#### **EDUCATIONAL LEAVE**

Leave without pay may be granted by the ~~appointing authority~~ **Executive Director** for the purpose of continuing studies or taking special training at accredited institutions, in courses which are directly related to the type of work in which the employee is engaged. Such leave shall be for a period equivalent to the period of attendance and reasonable travel time to and from the educational institution.

Commented [WF10]: Same as previous comment.

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#### **LEAVE TO SERVE THE DISTRICT IN EXEMPT POSITIONS**

~~An employee with permanent status may be granted a leave of absence without pay to permit him to serve the District in an unclassified position in the same District agency in which he is~~ **they are** ~~employed. Such leave shall be limited to a period equivalent to the employee's reinstatement rights as specified in these regulations.~~

#### **MATERNITY LEAVE**

~~An employee with permanent status may be granted leave without pay for maternity purposes for a period not to exceed six (6) months after they have exhausted their annual leave.~~

<sup>47</sup> As approved by the Board of Commissioners on October 11, 1979



INFORMATION ONLY NOTE: Maternity Leave covered in sick leave and FMLA policy. Leave in exempt positions doesn't apply to AMCD?.

#### **LEAVE FOR DETACHED DUTY**

~~When an agency orders an employee to duty with another governmental agency or a public authority, he shall be granted leave without pay equivalent to the period of duty and reasonable travel time to and from his place assignment. In such cases, the employee shall be paid for his annual leave and upon his return to the agency from the detached duty assignment, shall be entitled to have his sick leave, if any, reinstated. Such employee shall continue to accrue pay rights during the period of such leave.~~

#### **COMPULSORY LEAVE**

If, in the opinion of the Director, an employee having permanent status is incapacitated for work on account of illness or injury, such employee may be required to submit to a physical examination by a physician named by the Director at the expense of the agency. If the report of the medical examination indicates the employee is unable to perform his duties effectively, the Director may require the employee to take such leave without pay as is medically determined sufficient to restore ~~him~~ **them** to normal health after his accumulated sick, and annual leaves have been exhausted.

#### **FAMILY AND MEDICAL LEAVE POLICY**

The District follows the US Department of Labor Laws, per the Wage and Hour Division on the "Family and Medical Leave Act", for specific information, please visit their website: [www.dol.gov](http://www.dol.gov)

For the Federal Laws and Regulations on the FMLA, please see the Government Publishing Office (US), Electronic Code of Federal Regulations website at: [www.ecfr.gov](http://www.ecfr.gov) and look under **Title 29: Labor, Part 825: "The Family and Medical Leave Act of 1993.**

Below is brief information based on eligibility for the FMLA, however, review the US Department of Labor laws (website above) for the full policy.

##### **Eligibility and Reasons**

- a. Employees who have worked for the District for at least twelve months, and for at least 1,250 hours during the preceding twelve months, may:
- b. Take up to twelve weeks of unpaid leave in a twelve month period for the following reasons:
  - i. The birth of the employee's child and to care for the newborn child;
  - ii. The placement of a child with the employee for adoption or foster care;
  - iii. In order to care for the employee's spouse, child or parent who has a serious health condition;



INFORMATION ONLY NOTES: Detached Duty Leave doesn't apply to AMCD? Also, Can FMLA policy be condensed by the attorney? (Mr. Flowers will look at this to see if and how it can be condensed.) Committee started doing so, however, we believe the attorney needs to do this

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Commented [WF11]: Need some clarification regarding what the question is here.

- iv. Because of a serious health condition which renders the employee unable to perform the essential functions of the employee's position.
  - v. Because of a qualifying exigency (as defined below) arising out of the fact that the employee's spouse, child (of any age) or parent is a retired or reservist member of the military on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. Leave under this subsection is not available for an employee whose family member is on active duty as a member of the Regular Armed Forces.
- c. Take up to twenty-six weeks of unpaid leave in a single twelve month period in order to care for the employee's spouse, child (of any age), parent or next of kin who is a military service member who is undergoing medical treatment, recuperation, or therapy, or who is in outpatient status, or who is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces.

#### Definitions

The following definitions apply for purposes of this FMLA policy:

- a. ~~Serious Health Condition~~ — A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., the inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with the inpatient care; or (2) continuing treatment by health care provider, as defined by the FMLA and the pertinent regulations.
- b. ~~Serious injury or illness~~ — A "serious injury or illness" means an injury or illness incurred by a military service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.
- c. ~~Child~~ — Except as otherwise noted in this policy, "child" means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis (in the place of a parent) and who is either under the age of eighteen (18) or, if older than the age of eighteen (18), is incapable of self care because of a mental or physical disability.
- d. ~~Parent~~ — Parent means a biological, adoptive, step or foster parent, or any other individual who stood in loco parentis (in the place of a parent) to the employee when the employee was a child. Parent does not include parents "in law."

- e. ~~Next of Kin~~—The “next of kin” of a military service member means the nearest blood relative other than the service member’s spouse, parent or child, in the following order of priority (unless the service member has specifically designated in writing another blood relative as his nearest blood relative for purposes of military caregiver): (1) blood relatives who have been granted legal custody of the service member, (2) brothers and sisters, (3) grandparents, (4) aunts and uncles and (5) first cousins.
- f. ~~Qualifying exigency~~—A “qualifying exigency” includes leave taken for any of the following reasons: (1) to address any issue resulting from an impending call to active duty deployment on less than seven days’ notice, (2) to attend military events and related activities (such as a military ceremony, briefing, family support program, etc.), (3) to make arrangements relating to childcare and school activities, (4) to make financial and legal arrangements, (5) to attend counseling, (6) to spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during the period of deployment, (7) to attend post-deployment activities (such as a military ceremony, event, reintegration briefing, etc.), and (8) any other exigency agreed upon by the County and employee.

#### Intermittent Leave or Leave on a Reduced Schedule Basis

- a. In the case of leave based upon a serious health condition or a service member’s serious injury or illness, leave may be taken intermittently or on a reduced schedule basis, but only if such leave is medically necessary and the medical need can be best accommodated by intermittent leave or a reduced schedule. If intermittent leave or leave on a reduced hours basis is required for planned medical treatment, the employee is required to make reasonable efforts to schedule the treatment so as not to unduly disrupt the District’s operations.
- b. ~~In the case of leave for the birth or placement of a child in adoption or foster care, intermittent leave or working a reduced schedule is not permitted.~~
- c. ~~In the case of leave based upon a qualifying exigency, leave may be taken intermittently or on a reduced schedule basis.~~
- d. ~~If intermittent leave or leave on a reduced hours leave is required or provided, the District may, in its sole discretion, temporarily transfer the employee to another position for which the employee is qualified with equivalent pay and benefits that better accommodates that type of leave.~~

#### Employee Notice and Certification Requirements

- a. For leave that is foreseeable, the employee must provide the District with at least thirty (30) days’ notice. If the need for leave is not foreseeable, the employee is required to provide the District with as much notice as is practicable once the need for leave becomes known. Requests for leave should be on approved forms which are available from the human resources department.

- ~~b. The District will require that leave based upon a serious health condition, or a service member's serious injury or illness, be supported by a medical certification from a health care provider. In accordance with applicable regulations, the District may request, at the District's expense, a second opinion from a health care provider of the District's choice (as well as a third opinion if the second opinion conflicts with the first opinion). The District will require that medical certification be submitted showing that a request for intermittent leave or leave on a reduced schedule basis is medically necessary.~~
- ~~c. The District may require subsequent medical recertification of an ongoing condition from the employee's health care provider every six months in conjunction with an absence, or more often to the extent permitted by applicable law.~~
- ~~d. The District will require that leave based upon a qualifying exigency also be supported by a certification and supporting documentation, including a copy of the military member's active duty orders or other similar documentation.~~
- ~~e. Certification forms to be completed under this section are available from the human resources department. If an employee's certification or recertification is deemed by the District to be incomplete, the District will notify the employee of the deficiency and the employee will be provided seven (7) days to cure the deficiency. A failure to complete the certification may result in the denial of leave for the period of time until the completed certification is submitted.~~
- ~~f. During leaves under this policy, the employee must periodically report on their medical status and intent to return to work. Upon taking such leave, the employee will be advised of the reporting requirements.~~
- ~~g. For leave taken because of the employee's own serious health condition, the employee is required to furnish a medical certification from his or her health care provider advising that the employee is able to safely resume performing the essential functions of his or her position before the employee will be allowed to return to work.~~

#### Health Insurance Premiums

- a. During leaves of absence under this policy, the District will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay ~~his or her~~ **their** share of the premiums.
- ~~b. Should the employee fail to continue to pay his or her share of the premium, notices of proposed insurance cancellation and the opportunity to pay the premium as required by the FMLA will be provided before the cancellation.~~



- e. ~~The employee will be advised in advance of any changes in premiums so that he or she will have ample opportunity to make arrangements to continue to pay his or her share of the premiums during the FMLA leave.~~

~~(Although AMCD is a qualified employer, the requirement for FMLA is to have 50 or more employees within a 75-mile radius to be eligible.)~~

*Per the U.S. Department of Labor, Wage and Hour Division: "FMLA applies to all: public agencies, including State, local and Federal employers, and local education agencies (schools); and, private sector employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year- including joint employers and successors of covered employers."*

### **DOMESTIC VIOLENCE-RELATED LEAVE**

Eligible employees are entitled to up to three working days of unpaid leave in a 12-month period for domestic violence-related reasons. In calculating the 12-month period under this policy, the District uses the rolling, backward-looking method calculated in the same manner described above in the District's FMLA policy.

To be eligible for leave under this policy, the employee must have been employed by the District for at least three months.

Leave may be taken under the terms of this policy if the employee or a family or household member of the employee is a victim of domestic violence and the leave is necessary to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization including, but not limited to, a domestic violence shelter or program or a rape crisis center as result of the act of domestic violence;
4. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Prior to receiving leave under this policy, the employee must exhaust any available paid leave.

Except in cases of imminent danger to the health or safety of the employee or a family or household member, advance notice of the need for leave and supporting documentation is required. Where advance notice is required, the employee is

required to provide notice to the District as soon as the need for leave becomes known. Where advance notice is not required due to the imminent danger to the health or safety of the employee or a family or household member, the employee must inform the District that the leave was taken pursuant to this policy as soon as ~~he or she~~ **they** returns to work and provide supporting documentation.

All information relating to leave under this policy shall be considered confidential and will not be disclosed to any other individuals unless required for legitimate business or otherwise compelled by law.

Leave taken or requested under this policy will not result in any adverse action against the employee. Employees who believe they have been subjected to retaliation as a result of leave taken or requested under this policy must initiate a complaint in the same manner as required by the District's Equal Employment and Harassment policies.

## **SOME THINGS YOU SHOULD KNOW**

### **CONDUCT**

#### **STANDARDS OF CONDUCT**

Certain rules and regulations are required to safely and efficiently operate a business. As circumstances change, rules often must change. Therefore, the District may from time to time amend these rules. These rules shall not be interpreted to affect the "at will" nature of employment. The District reserves the right at any time to terminate employment with or without reason.

An employee is also subject to suspension or discharge and loss of accrued benefits if any of the following rules are violated by:

1. Failure to perform assigned duties. ~~(including lawful duties), responsibilities or instructions, either in part or whole during the working hours.~~
2. Illegal Gambling in any form while on or in District ~~premises~~ **properties and vehicles.**
3. Failure of employee to give notification to or receive authorization from ~~his or her~~ **their** supervisor before leaving the work station, work site or leaving the job.
4. Possession, consumption or being under the influence of intoxicants, including alcohol, illegal drugs or narcotics during work hours or in a work situation or possessing and/or bringing intoxicants, illegal drugs or narcotics onto District property ~~during work hours or in a work situation, including parking areas or in District vehicles.~~
5. Limiting one's output or, directly or indirectly, encouraging another employee to cut down production, ~~for in consideration of the welfare of the District, its employees, and/or our customers, related to any assigned or designated duties related to the employees position and job description.~~
6. Failure to observe the ordinary rules of hygiene for sanitation ~~or any special rules posted by management.~~
7. Carelessness or neglect of duty in carrying out assignments or instructions ~~from those in authority or insubordination of any kind.~~
8. Falsification or withholding of facts on any District records, including employment applications, time sheets, etc **documents associated with the District, or an employee's employment.**
9. Excessive tardiness or failure to observe established work times. ~~The repetitive failure to report to work at the scheduled beginning time and/or leaving work early without prior approval.~~
10. Absence without authorized leave. ~~Failure to obtain prior approval for~~

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