



PERSONNEL POLICIES



CODE OF ETHICAL CONDUCT

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WELCOME

This manual is effective March 27, 2008.

This staff manual has been provided to you as a general guide to personnel policies and procedures of the Supervisor of Elections Office. It is the responsibility of each deputy supervisor to become familiar with these personnel policies, which govern the terms and conditions of his/her appointment and relationships with co-workers, management staff, and the public.

This manual contains general statements of our office policy. It should not be read as including the fine details of each policy, nor as forming an expressed or implied contract or promise that the policies discussed in it will be applied in all cases. All deputies should refer to the manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the chief deputy of voter services, who serves as human resources for the office. Additionally, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Your appointment as a deputy supervisor is at the will and pleasure of the Supervisor of Elections of Seminole County. The supervisor of elections may, at anytime, terminate the appointment with or without cause. Additionally, the supervisor of elections may change any terms or conditions of the appointment whether stated in this manual or established through appointment practices.

Keep in mind that with each of us helping all of us, the public will be best served. I encourage you to see your supervisor if you have questions or need additional information.

Michael Ertel
Seminole County Supervisor of Elections

INTRODUCTION

1. DEPUTY STATUS

Florida law states:

[The Supervisor of Elections] may select and appoint, subject to removal by the supervisor, as many deputy supervisors as are necessary, whose compensation must be paid by the supervisor and who shall have the same powers and whose acts shall have the same effect as the acts of the supervisor...Each deputy supervisor shall, before entering office, take an oath in writing that he or she will faithfully perform the duties of the deputy supervisor's office, which oath must be acknowledged by the supervisor...and must be filed in the office of the supervisor.

To promote the efficient administration of our office, and to best serve the public taxpayers, each employee is appointed and commissioned to serve as deputy pursuant to F.S. 98.015. As a deputy, you act in the stead of the supervisor of elections and are authorized to take actions which the supervisor could take if personally present.

2. EQUAL EMPLOYMENT OPPORTUNITY

We aim to attract and retain the best qualified individuals. The Seminole County Supervisor of Elections Office appoints and promotes deputies based on their qualifications and without regard to any deputy's race, color, religion, sex, national origin, age, marital status, sexual orientation or disability (except when the disability prevents the consistent and safe performance of the position).

The supervisor of elections will not tolerate harassment or intimidation of its deputies in any form, including sexual harassment. Any deputy who feels subjected to any type of harassment in violation of this policy is required to report this violation directly to the supervisor of elections or designee. All levels of management are responsible for implementing and enforcing our Equal Employment Opportunity Policy. All deputies are likewise expected to share in our commitment to this program by reporting any suspected violations directly to the supervisor of elections or designee.

CONDITIONS OF EMPLOYMENT

1. LOYALTY OATH

All supervisor of elections employees are required to take the following oath:

I do solemnly swear that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; that I am a registered voter in the State of Florida and that I will well and faithfully perform the duties of Deputy Supervisor on which I am now about to enter. I acknowledge my appointment as a Deputy Supervisor pursuant to Section 98.015(8), Florida Statutes is at the will and pleasure of the supervisor of elections.

A copy of this oath must be signed by the deputy and filed in the records of the Seminole County Supervisor of Elections Office before the office can approve any voucher for the payment of salary, expenses, or other compensation to the deputy. Any person who fails to execute this oath shall be immediately discharged and shall not be permitted to receive any payment as deputy of this office. Any person subsequently found to have made a false statement in the above oath may be guilty of the crime of perjury under Florida law.

2. CODE OF ETHICS

As an appointed deputy and integral member of the supervisor's staff, you agree to use the highest ethical standards in your work and in your representation to the public on behalf of the supervisor of elections. In keeping with this commitment, all staff members are expected to adhere to the following Code of Ethics:

- a. No deputy shall accept gifts that would influence their actions.
- b. No deputy shall, as a representative of the supervisor of elections office, conduct business with agencies in which the deputy has an interest.
- c. No deputy shall accept any compensation or payment when given to influence a vote or actions.
- d. Public position shall not be used for special privilege or benefit.
- e. No deputy shall be employed with a firm doing business with the supervisor of elections.
- f. No deputy shall disclose or use information not available to the general public for personal gain or benefit.

- g. A deputy must disclose their interest in or in connection with any business which operates in the state.
- h. No deputy shall use notary public privileges paid for by the supervisor of elections office for financial gain.

It is understood that pursuant to Section 112.313(3), Florida Statutes, no public officer, deputy, or candidate may either solicit, or accept anything of value, including a gift, loan, reward, promise of future employment, favor or service which is based on any understanding that the vote, official actions or judgment of the official would be influenced.

3. CODE OF CONDUCT

Certain rules of conduct have been established to ensure efficient and congenial working conditions. The observance of these rules is necessary for your safety and protection. Deputies shall honor and adhere to the ethical obligations inherent in public service. This obligation demands that each staff member be sensitive to the potential ramifications of her/his conduct. Deputies shall avoid any conduct that might undermine the public trust.

The supervisor of elections or designee reserves the right to discipline any staff member for any improper or inappropriate conduct. Any deputy who is uncertain as to whether any anticipated personal action, dealing or contractual relationship complies with applicable statutes or the provisions of this code should consult with the supervisor or designee.

In general, staff shall not act in any manner that may discredit the Supervisor of Elections Office, fellow staff or yourself. However, staff shall have the right to report fraud or abuse and the rights of staff under "whistleblower legislation" shall be honored and respected. Staff shall avoid any conduct or speech that is subversive to good order and discipline. Deputies shall treat each other and the public with the utmost courtesy and respect, and refrain from making any derogatory or demeaning remarks concerning one another. Additionally, staff shall avoid conduct and speech which unjustly or maliciously criticizes the supervisor of elections, the office, other county departments, divisions, offices, officers, members or the policies, programs or actions of the supervisor of elections or the office.

While we have not attempted to list every activity which would be considered improper conduct, the offenses listed below are among those which may lead to disciplinary action, up to and including discharge, as follows:

- a. Falsification of written records or reports, including but not limited to false statements on applications, time records, expense records or travel account forms.

- b. Misappropriating, damaging or destroying property of this office, property of other staff or property of the public;
- c. Insubordination or refusal to obey instructions or work overtime when requested, unless excused;
- d. Possession or use of any intoxicant or illegal drug, including alcohol or marijuana, on office premises, while operating or being a passenger in a county vehicle, or during the work day, including lunch periods and breaks, or reporting to work under the influence of such substances;
- e. Filling out another's time card;
- f. Fighting, disorderly conduct, horseplay, practical jokes or inappropriate pranks on office premises or during work periods;
- g. Absenteeism, tardiness, and/or leaving the job during working hours without permission from a supervisor;
- h. Accepting a gift, loan, reward, promise of future benefit, or personal service that may represent a conflict of interest in the performance of official duties;
- i. Possession of any unauthorized fireworks, weapons, ammunition, or explosives on the job;
- j. Violation of established policies, such as paid time off, telephone procedures or smoking in prohibited areas;
- k. Disclosure or use of information not available to the public for personal gain or benefit or the gain or benefit of any other person or private business entity; and
- l. Any other conduct prejudicial to the interest of this office.

4. WORKDAYS/HOURS/BREAKS

Regular hours of work for full-time staff will normally be 8 hours a day for a total of 40 hours per week, Monday through Friday. We are open to the public Monday through Friday, except for legal holidays, from 8:00 a.m. to 5:00 p.m. Normal employee work hours are 8:00 a.m. to 5:00 p.m. You receive a lunch break (not to exceed one hour or less than 30 minutes). A 15 minute break in the morning and afternoon may be provided when work loads and scheduling allow, but is not guaranteed. Lunch periods will be assigned by your immediate supervisor. Lunch time and breaks may not be accumulated for use at a later time.

If unable to report to work, call the office as soon as possible and no later than 8:15 a.m. Absence of three consecutive work days without prior notice and authorization will be treated as a voluntary quit.

Due to the unique requirements of this office during election times, deputies will be required to work more than 8 hours per day and Saturday and Sunday if necessary. These times will be scheduled and approved by the supervisor of elections.

Flexible work schedules for the Voter Services Department may be utilized if approved by the supervisor of elections or chief deputy of voter services. Normal flexible work schedules may consist of not more than 9 hours per day and begin no earlier than 7:30 a.m. or end no later than 5:30 p.m. Scheduling preference will be decided upon and assigned based upon seniority if a conflict arises. Schedule changes should first be discussed with the chief deputy of voter services in order to reduce any disruptions to office operations. The chief deputy of voter services reserves the right to change scheduling if necessary due to shifts in workload. Flexible schedules may be suspended at anytime by the supervisor of elections.

POLICIES

1. INITIAL PROBATIONARY PERIOD

All new deputies serve an initial probationary period of at least 3 months. This period of time is established to evaluate the deputy's work quality, attendance, and other performance factors, and to determine how well the deputy fits into our organization.

It also gives the deputy an opportunity to look at the office and decide whether the deputy likes the new job and surroundings. Satisfactory completion of the probationary period shall not be construed to mean that the deputy has been given a property interest in his/her appointment with the Supervisor of Elections Office.

Deputies do not accrue paid time off during the probationary period. Upon completing the probationary period, however, the deputy begins to accrue paid time off and will receive accrued paid time off retroactive to the deputy's original date of appointment. No paid leave can be taken until the probationary period is satisfactorily completed.

During the probationary period, more experienced deputies will share their knowledge and help you adjust to your duties and various procedures at the Seminole County Supervisor of Elections Office. The probationary period may be extended at the discretion of the supervisor of elections or designee.

2. CONDUCT

As a deputy of the Supervisor of Elections Office, you have accepted the responsibility to conduct yourself in a courteous, conscientious and considerate manner at all times. Rudeness, profanity, or unkindness to customers or co-workers will not be tolerated. Our goal is to have the best office possible with a friendly and helpful staff. The following guidelines apply to conduct:

- a. All deputies are expected to act in a responsible, professional manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated.
- b. Harassing or offensive conduct in the workplace, whether committed by staff or non-staff, is prohibited.
- c. Any staff who believes that another deputy's or non-staff member's actions or words constitute harassment has a responsibility to report the situation as soon as possible. Such report should be made to the staff person's supervisor or the supervisor of elections.

- d. Any deputy who is found to have engaged in harassment of another member will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.
- e. It is also recognized that knowingly false accusations of harassment can have a serious effect on innocent men and women. Therefore, knowingly false accusations can result in the same severe disciplinary actions applicable to one guilty of harassment.

3. APPEARANCE & DRESS CODE

Impressions you create and the image you project to the public is a direct reflection upon the Supervisor of Elections Office. All personnel are expected to maintain a professional, business-like appearance and demeanor. Extremes should be avoided. All staff are expected to appear neat, clean, and well-groomed.

The office has adopted a business casual dress policy as the standard weekday dress code. There may be times for some employees when more customary business attire would be appropriate, such as when meeting with the public or attending business functions outside of the office.

Business casual clothing should be comfortable yet appropriate for an office environment. This attire includes, but is not limited to: slacks or khakis; polo, Oxford style and cotton shirts; skirts and dresses; sweaters or turtlenecks; and loafers, standard dress shoes or sandals. We ask that you NOT wear any denim, shorts, halter tops, beachwear, work-out attire, casual tank-tops, t-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, we ask that you not wear athletic shoes, thongs or slippers. (An exception to this is on an approved "jeans day" when denim, athletic shoes and non-offensive t-shirts are allowed.) Non-conformance to the dress code could result in a warning or being sent home to re-dress appropriately.

Smoking is prohibited in the Supervisor of Elections Office. Smokers should only smoke in the designated smoking area behind the building and never in front of voters, poll workers or any member of the public.

4. CUSTOMER SERVICE

It is the policy to be citizen and service oriented, and to require deputies to treat voters, potential voters, poll workers, candidates, other members of the public and coworkers in a courteous and respectful manner at all times.

Deputies must understand that the citizen comes first. All deputies have an obligation to represent the Supervisor of Elections Office in a positive fashion and to make citizens feel as comfortable as possible in dealing with the office.

Regardless of position or job duties, all deputies should be prepared to listen carefully to citizen inquiries and complaints and then deal with them in a responsible, professional manner. If a controversy arises, the deputy should attempt to explain the laws or policy in a clear yet deferential manner. If a citizen becomes unreasonable or abusive and the deputy cannot resolve the problem, the person should be referred directly to the supervisor of elections.

Deputies should be particularly careful to exercise courtesy and thoughtfulness when using the telephone. A positive telephone contact with a citizen can enhance goodwill while a negative experience can destroy a valuable relationship.

Deputies must realize that they are ambassadors for the office, regardless of their position. The more goodwill promoted by staff through their interaction with the citizens, the more the public will respect and appreciate the office.

5. TELEPHONE ETIQUETTE

All incoming calls should be answered promptly and courteously. An example of a greeting is "Elections office, this is _____, how may I help you?"

Personal telephones calls, both incoming and outgoing, should be limited. Personal long distance calls shall not be made from the Supervisor of Elections Office.

6. EMPLOYER / EMPLOYEE RIGHTS

The supervisor of elections and management staff retain the right to exercise all managerial functions including, but not limited to, the following:

- a. To determine and change work hours (starting times, quitting times) with adequate notice;
- b. To determine and change the size and qualifications of the work force;
- c. To determine and change methods by which operations are carried out;
- d. To assign duties to deputies in accordance with the office's needs and requirements and to carry out all ordinary administrative and management functions; and
- e. To assign, supervise, discipline and dismiss members.

Should a deputy have a question about job working conditions or the manner in which a particular rule or procedure has been applied, or if any deputy does not fully understand the reason behind any action, the deputy is encouraged to:

- a. Discuss the problem with your immediate supervisor;
- b. Further discuss such concerns with the supervisor of elections;
- c. Understand that resolution should first be sought out at the level of the deputy's immediate supervisor, but that exercising the right to discuss a concern with a member of management above her/his supervisor, after having discussed the concern first with the immediate supervisor, will not result in the deputy being discriminated or retaliated against in any way.

7. PERSONNEL RECORDS

A personnel file is maintained on each deputy supervisor. It contains copies of the deputy supervisor's application, loyalty oath, performance evaluations, retirement form, income tax withholding form, commendations and disciplinary actions. It is the deputy supervisor's responsibility to furnish the elections office with name, address and phone number changes, change of beneficiary for retirement, change in emergency contact person and copies of diplomas or certificates which are job related.

8. DISCLOSURE OF INFORMATION

Deputies shall not, in order to gain any personal advantage for themselves or for another, use or furnish any information to anyone which is not available to the public generally, and which was obtained as a result of employment with the Supervisor of Elections Office. This policy does not limit, hinder or prevent the giving or using of information in performing official duties.

Confidential or legally sensitive information obtained in the course of official duties shall not be released except by those members specifically charged with this responsibility; provided, however, that it is the policy of the Supervisor of Elections Office to comply with the laws of the State of Florida relating to public records.

9. JOB PERFORMANCE AND EVALUATION

The supervisor of elections believes that all deputies should be kept advised of their performance with the office. Deputies will be evaluated at the end of the 90-day probationary period, after the first six months of employment, annually on the deputy's anniversary date of hire and on an as-needed basis by the supervisor of elections or

designee. As always, deputies are free at any time to discuss their performance and work objectives with the supervisor of elections or their direct supervisor.

10. ATTENDANCE AND PUNCTUALITY

Each deputy is expected to report to work on time and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupts workflow and customer service and will not be tolerated.

Management is authorized to establish the time and duration of working hours during the workweek. Supervisors are to notify their staff of their starting, ending and break times. Staff are expected to be engaged in carrying out their duties during all scheduled work periods.

It is the staff member's responsibility to notify their supervisor as far in advance as possible whenever they are unable to report to work, know they will be late or must leave early. Such notification should include a reason for the absence and an indication of when the member can be expected to report for work. Failure to notify the supervisor properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.

A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

11. HOUSEKEEPING

We are very proud of our facilities. We like to be neat and business-like in the appearance of our offices and work stations. All deputies are to keep their desks and surrounding areas clean, neat and free from clutter. Common areas are the responsibility of all employees and should also be kept clean and free from clutter.

12. COMPUTERS, INTERNET, FAX & PHOTOCOPIER

Computers, computer files, photocopiers, fax machines and software furnished to deputies are office property and intended for office use. Deputies should not use a password, access a file, or retrieve any stored communications without authorization. To ensure compliance with this policy, photocopier, computer, and internet usage may be monitored.

The supervisor of elections strives to maintain a workplace free of harassment and sensitive to the diversity of its deputies. Therefore, the supervisor of elections prohibits

the use of photocopiers, computers, and use of the internet in ways that are disruptive, offensive to others, harmful to morale or which could constitute unlawful sexual or racial harassment. Misuse of these systems include reproducing or transmitting images of a sexual nature, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The supervisor of elections prohibits the illegal duplication of software and its related documentation. Placement of personal software on office systems is prohibited.

Deputies should respect the confidentiality of other deputies and may not attempt to determine passwords, or breach computer and network security measures or monitor electronic files or communications except by explicit direction of the supervisor of elections. However, the computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.

Deputies should notify their immediate supervisor upon learning of violations of this policy. Violations could result in discipline up to and including termination.

13. FVRS DATA

All employees with access to the Florida Voter Registration System are responsible for acting in accordance with all federal and state statutes regarding confidentiality and disclosure of voter information.

Employees must take every precaution to maintain a secure password for access to the Florida Voter Registration System.

Employees must not view records contained in the Florida Voter Registration System for personal use or casual viewing, and should refrain from discussing information or data contained in the database outside the direct scope of employment.

Employees are prohibited from removing from the premises any documents, files, papers, records, laptop computers, computer disks, or other electronic files without express permission of their supervisor.

14. EMAIL POLICY

Electronic mail and calendars fall under the same regulation of public records that paper does. All mail sent and all outside mail received will be copied and stored during the mail delivery process. Deleting the mail after it is sent or received will not affect copying. When sending or receiving any email, do so with the understanding that it will be read by persons other than the sender and receiver. These persons may include your supervisors or other staff.

Chapter 119, Florida Statutes defines public records as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency." The definition of public records includes all messages made or received through electronic mail. In accordance with Florida law, it is the policy of the Supervisor of Elections Office to treat email as public records. The receiving and sending of personal e-mail communication shall be kept to a minimum and in no way should interfere with assigned work duties and responsibilities.

Misuse of email will be reported to the supervisor of elections, who will determine continued access.

15. PERSONAL MAIL & PHONE CALLS

The Supervisor of Elections Office is unable to handle incoming or outgoing personal mail or package delivery services. Personal phone calls should be kept to a minimum.

16. EQUIPMENT USAGE

All equipment owned or leased by the Supervisor of Elections Office or Seminole County is solely for use in work-related duties and tasks.

17. SAFETY

The supervisor of elections is concerned with the safety and well being of each deputy. It is the supervisor's intent to provide safe and healthful working conditions. Safety concerns should be directed to the chief deputy of election services or the supervisor of elections.

18. SOLICITATION/DISTRIBUTION OF MATERIAL AND PRIVATE BUSINESS PROMOTION

Solicitation or promotion of private business interests, distribution of promotion literature, or obtaining signatures for any purpose is not permitted within the Supervisor of Elections Office.

19. PERSONAL PROPERTY

The Supervisor of Elections Office assumes no responsibility for the loss or theft of a deputy's personal belongings or valuables. It is the deputy's responsibility to keep track of these items and to not bring anything of value to the work place. Inappropriate materials are not permitted in the office.

20. GIFTS

A deputy supervisor shall not solicit or accept gifts, loans or advances, gratuities, favors and/or entertainment from any person or entity with a pecuniary interest in the Supervisor of Elections Office. Gifts shall include, but are not limited to:

- Real property;
- Tangible and intangible personal property;
- Forgiveness of a debt;
- Entrance fees, admission fees, or tickets to events, performances, or facilities;
- Professional services (for example, hair styling, nail care or income tax preparation);
- Food or beverages; and
- Preferential treatment within the legal or judicial system, law enforcement, or other government agencies.

Gifts which can be returned will be returned. However, gifts and consumables delivered to the office which cannot be returned, such as candy and other food products of nominal value received during the holidays, are to be made available to all Supervisor of Elections Office staff and the public.

21. OUTSIDE EMPLOYMENT

Outside employment cannot affect or restrict the deputy supervisor's availability for work, including overtime assignments, or efficiency in his/her job with the Supervisor of Elections Office. From time to time, deputies may be required to work beyond their normally scheduled hours. Deputies must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the elections office must be given priority. Employees are hired and continue in the employ of the elections office with the understanding that the supervisor of elections is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the elections office is strictly prohibited.

A deputy supervisor should avoid conflict of interest, or the appearance of conflicts of interest, in conducting business outside the Supervisor of Elections Office. A deputy must inform the supervisor of elections or designee of outside employment, including

the name, location of the employer, the type of business engaged in, work schedule and your duties.

No equipment, supplies, facilities or other property of the Supervisor of Elections Office may be used by staff to pursue or engage in outside employment. This prohibition shall include, but not be limited to, telephone and email usage.

22. APPOINTMENT OF RELATIVES OR MINORS

In order that staff are not subjected to unfair or preferential treatment as a result of their relationship to others, we do not hire individuals to full time positions that would require the individual to be supervised by a relative as defined by Florida law.

No individual under 16 years of age shall be employed. The minimum employment age for full-time positions in the Supervisor of Elections Office is 18 years of age.

23. DRUG AND ALCOHOL POLICY

Deputy supervisors are expected to report to work without illegal drugs, alcohol, or non-prescribed controlled substances in their body system. This requirement is based on the fact that any measurable amount of illegal drugs or alcohol can impair that person's performance, even if the impairment is not readily apparent. The supervisor of elections will not tolerate even a small risk that illegal drug use by deputy supervisors may cause or contribute to injuries, property damage or other performance problems.

Accordingly, deputy supervisors may be selected for unannounced individual testing if they appear to be under the influence of drugs or alcohol or exhibit signs or symptoms of illegal drug or alcohol use. This may require a deputy to submit to breath, blood or urine sample(s) to designated medical personnel for analysis.

Because safety is a concern to all of us, our deputies should report anyone that they suspect may be under the influence of drugs or alcohol.

24. INQUIRIES ABOUT FORMER DEPUTIES

The supervisor of elections or designee has the responsibility to answer inquiries concerning current or former deputies. Our policy is to confirm dates of employment, position held and other matters that are public record. Accordingly, all deputies should refrain from answering any inquiries about any current or former deputies, in person, by phone or mail.

25. ABANDONMENT OF POSITION

A deputy will be considered to have abandoned his/her position when (1) absent without notice for three consecutive scheduled work days; (2) failure to report to work on the first scheduled day following return from leave of absence; or (3) walking off the job.

26. RESIGNATION

Deputy supervisors who seek to resign from the Supervisor of Elections Office in good standing are requested to provide two (2) weeks written notice unless otherwise agreed to by all parties. Deputies who fail to provide two weeks written notice will be disqualified from receiving a payout of accumulated paid time off.

27. TRAVEL

It is the intent of the supervisor of elections to reimburse employees for business travel as provided by Florida Statute, Section 112.061 so no financial hardship exists to the employee, while minimizing the expenditure of public funds.

MILEAGE REIMBURSEMENT

When approved, an employee will be reimbursed for business travel in accordance with the Internal Revenue Service's Standard Mileage Rates when using his or her personal vehicle for approved travel. Car pooling is required whenever possible. Reimbursement for mileage will not be paid when the employee is traveling to his/her regular assigned office location. Employees will be reimbursed for parking and tolls, with the proper receipts.

DRIVER LICENSE/INSURANCE

Employees using personal vehicles on business are required to have a valid Florida Driver license, Florida vehicle registration, and insurance coverage as required by Florida law.

MEAL & LODGING REIMBURSEMENT

Employees shall be paid for meals while on business outside of Seminole County according to the schedule listed below (unless otherwise prohibited by law). Employees will not be reimbursed for any meal included in a seminar or conference registration fee paid by the Supervisor of Elections Office. Receipts are required for reimbursements exceeding the following statutory allowances.

Breakfast - when travel begins before 6 AM and extends beyond 8 AM \$6.00

| | |
|---|---------|
| Lunch - when travel begins before 12 NOON and extends beyond 2 PM | \$11.00 |
| Dinner - when travel begins before 6 PM and extends beyond 8 PM | \$19.00 |

Hotel expense will be reimbursed at the single occupancy rate. Receipts are required.

PER DIEM REIMBURSEMENT

An employee may be reimbursed on a per diem basis as provided by Florida law, where applicable, negating the necessity to retain and record meal receipts.

WORKING HOURS WHILE TRAVELING

Employees shall be paid for a normal 40 hour workweek even when travel time and actual time in class, meeting, seminar, and related activities are in excess of 40 hours. An extreme excess should be presented to the supervisor of elections for review.

PROCEDURES

1. WAGE AND HOURS

The minimum wage and overtime provisions of the Fair Labor Standards Act apply to the Supervisor of Elections Office. All staff will be notified as to whether or not they are exempt from overtime. All staff will be expected to fill-out a time sheet.

2. PAY PERIODS

Deputies are paid bi-weekly. Please direct any questions to the supervisor of elections or designee. If you are absent, you may designate someone to pick up your paycheck.

3. SALARY REVIEW

Salaries will be reviewed six (6) months from date of hire and on the anniversary date of hire in all subsequent years.

4. OVERTIME AND COMPENSATORY TIME

Non-exempt deputies are eligible to receive overtime compensation at the rate of time and one-half for all hours worked in excess of forty hours in one week. For the purposes of overtime calculation, hours worked and holiday pay hours, including the one personal day allotted per year, in excess of forty hours during a workweek will be counted towards overtime compensation. Hours worked excludes paid time off leave and other leaves. Overtime must be authorized by your supervisor or the supervisor of elections. No cash payments shall be made for overtime hours in activities such as training courses, conferences, and commuting to and from work. Compensatory time may be paid in lieu of overtime for non-exempt personnel at the discretion of the supervisor of elections, and will be computed at time and one-half. Accumulation of compensatory time shall not exceed 120 hours. Deputies shall receive payment of all unused accrued compensatory time earned upon separation.

Management will attempt to give as much notice as possible to staff when overtime is expected. However, this is often times not possible due to the nature of the workload. In addition, not all deputies will work equal overtime hours. Management reserves the right to select deputies to work overtime based upon experience and the nature of work needing to be completed.

5. CHANGES TO BENEFITS

Forms are available for most changes deputies may need to make to their insurance or retirement; however, it is the responsibility of the deputy to request the changes be made.

6. EXIT PROCESS

Deputies will be required to turn in all supervisor of elections property in their possession or control including but not limited to keys, identification cards, equipment, and personnel manuals.

7. DISCIPLINARY CORRECTIVE PROCEDURES

The Supervisor of Elections Office is deeply committed to the work philosophies and expectations outlined in these policies and procedures which serve as guidelines for our behavior and performance. If performance or behavior is inconsistent with these philosophies and expectations, management will address issues through a progressive discipline process. The process begins with an understanding that problem-solving inconsistent behavior changes should be the primary emphasis and disciplinary actions the final resort. The focus of the disciplinary process is corrective action through individual staff member responsibility rather than punishment.

- a. All problems should be addressed and solved as quickly as possible and at the lowest possible level.
- b. It is the staff member's responsibility to correct performance and behavior problems on which disciplinary action is based.
- c. Depending upon the circumstances of the offense, disciplinary action may include, but is not limited to some or all of the following:
 - i. Discussion of the issue and tips on performance
 - ii. A verbal warning
 - iii. A written warning
 - iv. A written reprimand
 - v. Placement on probation (used for performance improvement and misconduct)
 - vi. Suspension
 - vii. Termination
- d. There may be offenses which are considered so unacceptable that termination is the appropriate course of action regardless of a deputy's length of service, prior

conduct, and/or performance record. Lesser offenses, even for the first offense, do not preclude termination.

e. Some examples of a major offense are:

- i. Insubordination
- ii. Physical harm/assault
- iii. Theft or pilfering
- iv. Malicious or willful destruction or abuse of SOE property
- v. Fraud or dishonesty
- vi. Drug use and/or possession
- vii. Violation of the law
- viii. Conflict of interest

8. APPEAL/GRIEVANCE

It is the policy that staff members should have the right to respond to or express dissatisfaction or disagreement with specific job-related actions taken by management.

Grievances concerning discrimination based on race, color, religion, sex, age, national origin, sexual orientation or disability may be initiated by any full-time or part-time staff. It is recommended that the grievance be reviewed, considered and resolved informally, when feasible, and in all cases at the lowest possible level.

Additionally, the supervisor of elections promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the supervisor of elections is available for consultation and guidance.

This open door policy is not intended to foster an atmosphere of negativity. On the contrary, staff members are expected to first attempt conflict resolution or suggest solutions to problems on their own. When management assistance is requested or guidance is needed it will be freely given.

BENEFITS

1. HOLIDAYS

All regular full-time deputies are entitled to the following paid holidays on an annual basis:

| | |
|------------------------------|--|
| NEW YEAR'S DAY | January 1 |
| MARTIN LUTHER KING DAY | As designated |
| MEMORIAL DAY | Last Monday in May |
| INDEPENDENCE DAY | July 4 |
| LABOR DAY | First Monday in September |
| VETERAN'S DAY | November 11 |
| THANKSGIVING DAY | Fourth Thursday in November |
| FRIDAY AFTER THANKSGIVING | Friday |
| CHRISTMAS DAY | December 25 |
| PERSONAL DAY | To be observed during the fiscal year (cannot be carried forward). |

Temporary employees are not eligible to receive holiday pay. Eligible deputies receive their regular rate of pay for each observed holiday. To be eligible for holiday pay, the deputy must be on the active payroll and in a payable status for his/her scheduled workday before and after the designated holiday.

A holiday that occurs on a Saturday or Sunday will be observed the preceding Friday or following Monday for all members who normally work Monday through Friday.

According to the day of the week on which Christmas falls on, an extra holiday will be granted. The schedule is as follows:

| <u>Day Christmas Falls On</u> | <u>Days Off</u> |
|-------------------------------|-----------------------|
| Monday | No additional day off |
| Tuesday | Monday & Tuesday |
| Wednesday | No additional day off |
| Thursday | Thursday & Friday |
| Friday | No additional day off |

The supervisor of elections recognizes that some deputies may wish to observe, as a period of worship commemoration, certain days which are not included in the holiday schedule. Accordingly, deputies who would like to take a day off for such reasons may be permitted to do so if prior approval has been obtained from the supervisor of elections and operational needs for the office are met. Deputies may use paid time off on such occasions.

The supervisor of elections reserves the right to schedule work on an observed holiday. Work on an observed holiday will be paid for the hours worked plus holiday pay.

2. PAID TIME OFF (PTO)

It is the policy to grant paid time off leave to eligible deputies in accordance with established guidelines. Paid time off hours are accrued based on the deputy's length of service. Eligible deputies will accrue paid time off leave hours according to the following schedule:

| <u>Full Time</u> | <u>Hours Per Weekly Accrual</u> |
|---------------------------------|--|
| 0-5 years | 3.1 |
| 5+ - 10 years | 3.6 |
| 10+ - 15 years | 4.1 |
| 15+ - 20 years | 4.6 |
| 20+ years | 5.1 |
| <u>Regular Part Time</u> | <u>Hours Per Weekly Accrual</u> |
| 0-5 years | 1.6 |
| 5+ - 10 years | 1.8 |
| 10+ - 15 years | 2.0 |
| 15+ - 20 years | 2.2 |
| 20+ years | 2.4 |

Eligible deputies may use paid time off leave for any reason including vacation, illness, medical appointments, personal business, etc. Deputies are required to arrange and

obtain prior/advance approval of paid time off leave. The supervisor of elections or designee can consider same day request for paid time off.

Paid time off leave shall not be accrued by or granted to temporary employees.

No eligible deputy shall be granted paid time off leave unless the time granted shall have already accrued prior to the leave period. Paid time off leave shall not be used in increments of less than one quarter hour (fifteen minutes).

Full-time deputies, upon separation, in good standing, may receive payment of all unused accrued paid time off (PTO) leave up to a maximum of 500 hours. Part-time deputies in good standing, upon separation, may receive payment of all unused accrued paid time off leave up to a maximum of 200 hours.

Sick leave hours in excess of hours converted to paid time off retained by the deputy supervisor upon implementation of the PTO benefit program may be used for absences of 40 or more consecutive hours which are due to the illness of the deputy or the deputies immediate family as defined by Florida statutes. (Note: Such sick leave hours are NOT eligible for payment upon separation.)

Deputies may receive payment of 40 hours of paid time off leave each fiscal year if the deputy has a balance of more than 240 hours of accrued leave as of September 30. Leave payment requests must be received no later than November 15.

3. RETIREMENT

A regular deputy is enrolled automatically as a member in the Florida Retirement System on the day she/he begins work. Deputies planning to retire under the Florida Retirement System are requested to give the supervisor of elections or designee as much advance notice of their intent as possible, or at least six months.

4. WORKERS COMPENSATION

Workers Compensation benefits are available to all deputies according to Florida Statutes 440. A deputy who is injured, disabled, or becomes ill as a result of their outside employment shall not be eligible for workers compensation benefits.

All deputies who are injured on the job or in the course of performing their official duties are responsible for immediately advising their supervisor and completing a "First Report of Injury or Illness Form." Failure of the deputy to file this report may result in their ineligibility for Workers Compensation benefits.

The Seminole County Risk Management Office must be advised by the Supervisor of Elections Office as soon as possible with appropriate paperwork completed within 24

hours of the date of injury. Any time lost by the deputy must be authorized by the authorized physician treating the deputy.

Beginning with the date the deputy is absent due to a compensable injury, the deputy will receive the following:

- The first seven (7) calendar days are paid in full by payroll.
- Starting the eighth (8th) calendar day, the member may receive 66 2/3% of their wages from the Service Company and 33 1/3% from payroll.
- Beginning on the 31st calendar day, the deputy accrued paid leaves, if any, will be utilized for the 33 1/3%.

NOTE: The total of payments from the Service Company and payroll should equal, but not exceed, the member's net income prior to the injury.

- If the deputy exhausts all paid leaves, they may be placed on Leave Without Pay.

Under no circumstances will accrued paid leaves be deducted from the deputy's accumulated leave during the first thirty (30) calendar days. **All time lost from work due to service connected disability must be noted on official payroll.**

Deputies shall not perform outside employment while receiving Workers Compensation benefits or they will forfeit said benefits.

5. INSURANCE BENEFITS

Insurance benefits for the Supervisor of Elections Office are administered through the county's Risk Management Office, which can be reached at 407-665-5950.

Health Insurance

A deputy supervisor receives individual health insurance coverage as part of the terms and conditions of appointment, effective the first day of the month following 30 days of employment.

Life & AD&D Insurance

A deputy supervisor receives life and accidental death and dismemberment insurance coverage as part of the terms and conditions of appointment, effective the first day of the month following 30 days of employment. Amount of coverage equals the deputy supervisor's yearly gross salary rounded to the next thousand.

Dental Plan

A deputy supervisor may purchase dental insurance through payroll deductions. There are two plans to choose from; "Prepaid Plan" where you must select a dentist from a directory listing and "Indemnity Plan" where you can go to any dentist.

Section 125 – Pre-tax Insurance Deductions

Deputy Supervisors may under Section 125 of the I.R.S. Code, pre-tax some of their insurance deductions. You will be enrolled under pre-tax automatically unless you elect not to be. This allows certain insurance deductions to be taken out prior to your income being taxed. NOTE: Under Section 125, if you pre-tax, you must have a lifestyle change occur during the year to change your status and you can not claim the insurance deductions on your Income Tax for that year.

Short Term Disability & Cancer/Dread Disease Insurance

A deputy supervisor may purchase short term disability or cancer/dread disease insurance through payroll deductions.

6. CREDIT UNION

Deputy supervisors are qualified to open a no-service-charge checking and/or savings account with Fairwinds Federal Credit Union. For additional information about the Credit Union's available banking services, contact the Fairwinds Federal Credit Union.

7. DIRECT DEPOSIT

A deputy supervisor may elect to have her/his paycheck deposited automatically and electronically with her/his financial institution.

8. DEFERRED COMPENSATION

A deputy supervisor may provide additional income for their retirement by deferring part of her/his pay to a deferred compensation plan. Fixed and mutual fund plans are available. Deferred compensation deductions are not subject to federal withholding taxes at the time of deduction; taxes are calculated and payable at the time of withdrawal of funds from the plan.

9. TUITION REIMBURSEMENT

An employee who has worked for the Supervisor of Elections Office for six months is eligible to apply for tuition reimbursement for college credit courses that are either related to the improvement of their job skills or for attaining an undergraduate, graduate,

or post-graduate degree from a regionally accredited institution. Prior approval by the supervisor of elections or designee for tuition reimbursement is required. The maximum reimbursement per course is equal to the amount per credit at the University of Central Florida and required books for the course. Deputies, upon voluntary separation within one year after completion of the approved course(s), will be required to reimburse funds received from the Tuition Reimbursement Program. Tuition reimbursement will be paid at the following percentage of reimbursement:

- A – 100%
- B – 75%
- C – 50%
- Below C – 0%

LEAVE

1. ADMINISTRATIVE LEAVE

Full-time staff who are in exempt positions may be eligible for administrative leave in accordance with established guidelines.

Over the course of each fiscal year, exempt deputies may be granted administrative leave equivalent to one work week (40 hrs.).

New exempt deputies, or deputies promoted to exempt positions, who did not hold the position at the beginning of the fiscal year, shall be eligible to receive 5/12 of a day per month for the remaining months within a fiscal year.

Eligible deputies are required to arrange and obtain prior/advance approval of administrative leave.

Administrative leave shall not be used in increments of less than a quarter hour (fifteen minutes).

2. JURY DUTY

When a deputy is required to serve on jury duty, the deputy will be granted the time off with pay. All deputies who are required to serve on jury duty shall notify their supervisor within twenty-four (24) hours of receiving such notice, or no later than the beginning of the next workday. When the deputy is released or is excused from jury duty, the employee shall, as soon as possible, report for work.

3. BEREAVEMENT

Eligible deputies may, upon request, be granted up to one work week of bereavement leave with pay within a fiscal year due to death in their immediate family. Such request must be approved by the supervisor of elections or designee. Immediate family shall mean father, mother, brother, sister, wife, husband, son, daughter, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, grandfather, grandmother, grandchild, brother-in-law, sister-in-law, foster child or guardian.

4. FAMILY MEDICAL LEAVE

Under the provisions of the Federal Family and Medical Leave Act of 1993, a deputy supervisor may take up to 12 weeks of unpaid family and medical leave for the birth or adoption of a child; to care for a spouse, child or parent; for a serious health condition.

To be eligible for Family and Medical Leave, a deputy supervisor must have been appointed for at least twelve months and must have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave, and must provide certification by a physician as to the diagnosis/prognosis of the condition prior to requesting a Family Medical Leave. All paid time off leave must be used prior to going on unpaid leave. When leave is for a serious health condition of the deputy, a physician's certification of fitness for return to duty will be required before the deputy may begin work.

5. OTHER PAID LEAVE

Deputies may be placed on other paid leave at the discretion of the supervisor of elections to serve the needs of the office.

6. NO-PAY STATUS

A deputy supervisor may, under special and certain circumstances, request no-pay status. A no-pay status must be approved by the supervisor of elections, in advance when possible, and may not be used until all paid leaves have been depleted.

ACKNOWLEDGEMENT OF RECEIPT OF DEPUTY MANUAL

I acknowledge receipt of this manual. I have been given an opportunity to ask questions that I may have concerning any of our policies.

I also understand that this informative manual is not to be considered a contract or a guarantee of continued appointment. I understand that I serve at the pleasure of the Seminole County supervisor of elections, and that either the supervisor of elections or I can terminate the appointment. Policies and benefits may be changed from time to time at the discretion of the supervisor of elections with or without notice. I will keep my manual for future reference and observe all policies and rules.

I understand that I may be asked to work overtime, and understand that if I am in a non-exempt position, the supervisor of elections has the option of providing compensatory time for each hour of overtime that I shall work during this period.

I understand that my appointment as a deputy by the supervisor of elections is made pursuant to Section 98.015, Florida Statutes. As a deputy, my duties are to act on behalf of the constitutional officer, the Seminole County Supervisor of Elections, in carrying out his duties as prescribed by Florida law.

I also understand that as a condition of appointment and as required by state law, I must take a loyalty oath.

Print Name

Sign

Date

[RETURN THIS PAGE TO THE SUPERVISOR OF ELECTIONS WITHIN ONE WEEK
OF RECEIPT]