



Barefoot Bay Recreation District Employee Handbook

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WELCOME TO
BAREFOOT BAY RECREATION DISTRICT

Welcome to the Barefoot Bay Recreation District (the “District”). The purpose of this employee handbook (“Handbook”) is to familiarize employees with the various aspects of working for the District. We feel it will be a useful reference tool for all employees. We encourage you to use it to better understand the policies and procedures relating to your employment with the District. Our policies, practices and benefits are continuously reviewed and are updated from time to time. If you have any questions regarding the items discussed in this Handbook, please ask for clarification from Department Manager.

This employee handbook supersedes any and all prior employee policies, procedures, and handbooks of the District. The District reserves the right to modify, supplement, rescind, or revise any part of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you. These provisions may not be amended or added to without the express written approval of the Barefoot Bay Recreation District Board of Trustees.

BAREFOOT BAY RECREATION DISTRICT’S PHILOSOPHY

OPEN-DOOR POLICY

Professional Pointer: An open door policy may be good for employee morale, but it should state, as this policy did, that although an employee will assuredly be heard, an employee’s view or opinion regarding the resolution of a problem will not always prevail.

In keeping with the District’s philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your Department Manager to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your Department Manager, you feel the need for additional discussion, you are encouraged to speak with the Community Manager.

The most important relationship you will develop at the District will be between you and your Department Manager. However, should you need support from someone other than your Department Manager, the entire management team, including the Community Manager, is committed to resolving your individual concerns in a timely and appropriate manner.

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your Department Manager or the Community Manager if you have any questions.

As public employees we are bound by the "Code of Ethics for Public Officers and Employees" set forth in the **Florida Statutes, Chapter 112, Part III.**

112 Part III includes a) restrictions on employment of relatives b) public records c) Penalties d) Whistle blowing e) solicitation or acceptance of gifts
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The efficient and faithful performance of our duties is very important therefore, any infraction of applicable laws regarding ethical and legal conduct will be cause for potential discipline, up to and including termination. Additionally, some acts which are breaches of the trust the public has placed in us are crimes and may be prosecuted under Florida law.

Employees of the District should not solicit anything of value from any person or organization with which the District has a current or potential relationship.

Employees of the District should not accept any item of value from any party in exchange for or in connection with a business transaction between the District and that other party.

Employees may not accept items from customers, suppliers, or others. Items may include gifts, gratuities, food, drink and entertainment.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your Department Manager or Community Manager.

Violations of this code may lead to disciplinary action, up to and including termination.

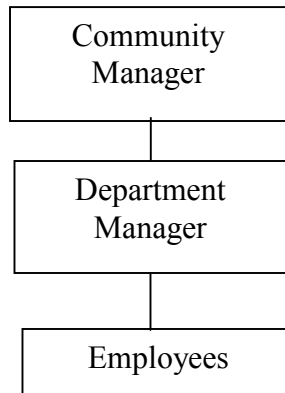
LOYALTY OATH

Florida law requires all employees to take an Oath of Loyalty when they are hired. Any individual who refuses to take an Oath of Loyalty will not be hired. As a public employee, you will be required to take and sign an Oath of Loyalty. The law requires the termination of a person who refuses to take an Oath of Loyalty.

CHAIN OF COMMAND

Every employee, upon receipt of this manual, is presumed to know the applicable chain-of-command that pertains to him or her. Except where otherwise specifically stated in this

manual, no employee may violate the chain of command.



EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the District to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, sexual orientation, marital status or status as a veteran in accordance with applicable state and federal laws. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Barefoot Bay Board of Trustees', Community Manager, and all managerial personnel are committed to this policy and its enforcement.

Barefoot Bay Recreation District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or impose a direct threat to the safety of the employee or to others. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees are directed to bring any violation of this policy to the immediate attention of their Department Manager or the Community Manager. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

PROHIBITION AGAINST NEPOTISM

It is the policy of the District to avoid hiring relatives into the workplace whenever possible. However, on occasion more than one relative may work for the District. A relative is defined as an individual who is related to the employee as grandfather, grandmother, 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. The following guidelines will govern these situations:

- Under no circumstances will an individual be appointed, employed, retained, promoted or transferred to any position where a relative has direct supervision, jurisdiction or control over that position.
- Related persons will not be involved in evaluation of each other's job performance or in making recommendations for salary adjustments, promotions, or other budget decisions. If related persons are in the same department the Community Manager will conduct the evaluation.
- Related employees shall not be employed in the same department except for those employees who are currently employed in the same department at the time of the adoption of these policies.

HARASSMENT POLICY

The District will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the District will not be tolerated. It is the policy of the District that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. The District also will not tolerate any such harassment of our employees by our residents or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their Department Manager or H.R. The District will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or

discrimination shall be subject to immediate disciplinary action, up to and including discharge. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

WORKING AND COMPENSATION

EMPLOYMENT ON AN AT-WILL BASIS

All employees of the District, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the District at any time, with or without cause and with or without notice. No representative or employee of the District has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the District shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The District depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Department Manager. Absence from work for three consecutive days without properly notifying your Department Manager will be considered a voluntary resignation. After three days' absence, you will be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your Department Manager of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your Department Manager prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your Department Manager is not available, you should contact the Community Manager prior to the start of your scheduled workday. Leave your number so that your Department Manager can return your call. Failure to properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance will be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around

your assigned work hours; otherwise, they may be considered absences without pay. If you are unable to schedule an appointment before or after your shift, you are required to talk to your Department Manager to make special arrangements.

WORKDAY HOURS AND SCHEDULING

Due to the nature of operating a recreation district, employees of the District are required to work a variety of hours during the week. Some departments will operate at different times than others. Your starting, lunch and quitting times are determined by your Department Manager. Employees are expected to observe the specific hours outlined in the work schedules prepared by their respective Department Managers. These schedules are posted and must be strictly adhered to in order to ensure the smooth operations of the District. Work schedules will be changed when management deems it necessary. Any deviation from your assigned schedule must be approved in advance by your Department Manager. **Additionally, employees are not permitted to change schedules with a fellow employee without securing permission from each employee's Department Manager.**

The regularly scheduled workweek for the District is: Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Start and end times are scheduled by your Department Manager. Employees are required to be present for work during the workday established for them by their supervisors.

Work schedules may vary depending on such factors as weather, materials supply, building needs, etc. If you are unsure about expected starting times on any particular job assignment, ask your Department Manager for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your Department Manager or call the office directly.

RECORDING HOURS WORKED

All hourly employees are required to maintain time cards using a time clock. Time clocks are located at various locations; your Department Manager will notify you as to each specific location. As soon as you arrive for your scheduled shift, record your time by using a time clock, but not earlier than 6 minutes before your scheduled shift ("punch in") The exact time must also be recorded by a time clock when you leave work for any reason ("punch out"), and when you return to work. It is expressly forbidden for one employee to punch a time clock for another employee.

Failure to punch in or out may be construed as an absence and, therefore, you may not be paid for any time not recorded on your time card. Furthermore, you will not be paid any additional amounts for punching in earlier or punching out later than your scheduled shift when the total amount of additional time is not greater than six (6) minutes. This does not mean that if you punch in late, you will not be considered late for attendance purposes. Continual tardiness, even if it is within the six (6) minute margin, may result in disciplinary action, and possibly a loss of pay.

If, on occasion, you forget to punch in or punch out you must notify your Department Manager immediately and have your Department Manager verify and write in the correct time of your arrival or departure. Both you and your Department Manager must initial your time card next to your Department Manager's handwritten entry. Repeatedly failing to use the time clock may result in disciplinary action, including termination. **No paychecks will be issued to an employee unless the employee has submitted a completed time card which is also signed by the employee and the employee's supervisor.**

The Department Manager checks for accuracy and posts the hours of each staff person to the time entry sheet. The time sheets and time cards are turned in on Monday morning at 10 AM. to accounting

PAY PERIOD AND PAYDAY

The District issues paychecks, on a Bi-weekly basis. Pay periods start Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Therefore, every other Thursday, Finance disburses the checks to each Department Manager or Designate for distribution; you will receive a paycheck or direct deposit stub for all hours worked in the pay period ending the previous Sunday.

The paycheck for an employee who is absent on a payday will be held until his or her return, unless the employee requests to have the check mailed. An absent employee may designate, in writing, in advance, another person to receive his or her paycheck; however, the individual picking up the employee's paycheck must sign for the check and provide identification.

WORKWEEK & OVERTIME

The District's workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Under no circumstances shall an employee work overtime without the approval of their Department Manager.

Hourly employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 in a workweek.

Decisions regarding overtime work will be made by the Department Manager or the Community Manager. Any employee asked to work overtime will be expected to rearrange his/her personal schedule to work the requested overtime.

HOLIDAYS

The District observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas

Only Regular Full-time employees will be paid for these holidays as long as the employee was present for scheduled work on the workdays immediately before and after that holiday. If a paid holiday falls within an employee's prior approved vacation period, the holiday will not be counted as a vacation day.

If a holiday falls on a Saturday it is observed on Friday, or if it falls on a Sunday, it will be observed on the following Monday. If you normally work weekends you will observe the holiday on the day it occurs.

If you are a Regular Part-time or Temporary/Seasonal Employee and work on a Holiday you will be paid Time and half for every hour worked.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the District, all new employees must serve a ninety (90) calendar day probationary period. It is especially important that you make your Department Manager aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. At the end of the probationary period, your performance will be reviewed, by your Department Manger and if it has been satisfactory, you will become a Regular Full-Time or Regular Part-Time Employee. Satisfactory completion of the probationary period does not entitle you to employment for any specific term, but may entitle you to participation in many of the District's employee benefits programs.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

1. Regular Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work a minimum of thirty-three (33) hours per week.
2. Regular Part-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work less than thirty-three (33) hours per week.
3. Temporary or Seasonal Employees - An employee whose services are scheduled to be of limited duration. Temporary or Seasonal employees are

not eligible for participation in those employee benefits programs made available for the District Regular Full-Time and Regular Part-Time Employees. Service as a temporary does not count as service as a Regular Employee for benefit eligibility purposes.

For payroll purposes, employees will be classified as one of the following:

1. Exempt Employees - Certain employees such as executive, administrative, professional and supervisory employees, whose positions meet specific tests established by the Fair Labor Standards Act, are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. Exempt employees working outside their normal hours may receive compensatory time per the Community Manager.
2. Non-Exempt Employees - All employees who do not meet the Fair Labor Standards Act exemption test for exempt employee are identified as non-exempt employees. Non-exempt employees are eligible for payment of overtime pay.

MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

PERSONNEL FILES

Employee personnel files are the property of the District, and do not belong to the employee. However, upon request, the District will allow an employee to review their employee file under the supervision of management.

PERFORMANCE EVALUATIONS

Employees will have their job performance reviewed at the end of their ninety (90) calendar day probationary period and on an annual basis by their Department Manager.

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE SAFETY

The District believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee

must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her Department Manager in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your Department Manager immediately. If you have a question regarding the safety of your workplace and practices, ask your Department Manager for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your Department Manager. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

Using Safety Equipment

Where needed, the District provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your Department Manager before performing the job duty for which you need the safety equipment.

Reporting an Injury

Employees are required to report any injury, accident, or safety hazard immediately to their Department Manager(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries

must be reported on the injury or accident report form available in the office.

Barefoot Bay Recreation District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits.

Employees who sustain work-related injuries/illnesses; or who see a co-worker sustain a work related injury or illness must by penalty of disciplinary action inform their Department Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Directions for ANY Worker Accident:

Step 1: If this requires emergency attention – CALL 911

Step 2: Have a manager complete a First Report of Injury Form and have the employee sign (if capable)

Step 3: If need be, go first to an Urgent Care Facility (see below) or the Emergency Room. Inform the location that you have a workers' comp injury and give them the claim number if you have it.

If not, please give them your Social Security number and **PLEASE** contact HR or Department Manager Immediately.

Urgent Care

1. Sebastian Family Walk-In Clinic 13840 US Hwy 1, Sebastian (4.18 Miles)
2. * Palm Bay Community Hospital 1425 Malabar Rd, NE, Palm Bay, FL (13 Miles)
3. Indian River Walk In Clinic 652 21st. St., Vero Beach (19.77 Miles)
4. Urgent Care West 2050 40th Ave. Ste. 6, Vero Beach (20.99 Miles)

Hospitals

1. Sebastian River Medical Center 13695 US Hwy 1, Sebastian, Fl., 32958 (3.77 Miles)
2. * Palm Bay Community Hospital 1425 Malabar Rd, NE, Palm Bay, FL (13 Miles)
3. * Holmes Regional Medical Center, 1350 S Hickory, Melbourne, FL (16.89 miles)
4. Indian River Memorial Hospital 1000 36th St., Vero Beach, FL., (18.28 miles)
5. Wuesthoff Medical Center 250 N. Wickham Rd., Melbourne, Fl. (21.87 miles)

*** Health First Facility**

Neither Barefoot Bay Recreation District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by Barefoot Bay Recreation District (Employees may not be eligible for workers' compensation benefits if they refuse to submit to a drug test or if they test positive for drugs within their system).

If you violate safety rules resulting in an injury, a reduction in workers' compensation

benefits may be applied.

Hazard Communications

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your Department Manager immediately.

DISTRICT EQUIPMENT, SUPPLIES, AND VEHICLES

All employees are expected to take care of all equipment and supplies provided to them. Equipment or vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Department Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or is in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Department Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Driving a vehicle owned by the District is a privilege. If you are granted the privilege of driving such a vehicle, you are solely responsible for ensuring that the vehicle assigned to you is operated in a safe and prudent manner and in compliance with all of the District's rules and regulations, and all state and federal laws, rules and regulations relating to motor vehicle operation. Your failure to abide by any such laws, rules and regulations may result in a variety of consequences, including, without limitation, the loss of this privilege, termination of your employment and possible legal consequences.

You are responsible for the vehicle's keys and license plate and any other property of the District related to the vehicle. If you are authorized to drive a vehicle owned by the District, you must adhere to these regulations:

- **Absolutely No Smoking.** Under no circumstances will there be any smoking in any vehicle at any time.
- **Authorized Drivers Only.** Only the person assigned to the vehicle may drive it.
- **In Case of Accident.** All accidents and damages must be reported to your immediate Department Manager as soon as possible. Any employee involved in an accident with a District vehicle is subject to drug testing and must complete both state and company insurance accident reports within 24 hours of the accident.

- **Driver's License.** All employees assigned to drive a vehicle owned by the District must have a valid and current Florida driver's license. Employees recently relocated to Florida must obtain a Florida license before they may drive a District vehicle.
- **Absolutely No Drinking and Driving.** Consumption of alcohol prior to or while operating a vehicle owned by the District is strictly prohibited at all times.
- **Personal Use.** Vehicles owned by the District may not be used for personal purposes.
- **Loss of Insurability.** If you are deemed to be a high risk driver or are otherwise uninsurable, you will lose the right to use a vehicle owned by the District. You must notify your supervisor immediately if you are a high risk driver or are uninsurable.
- **No Irresponsible or Reckless Driving.** Anyone driving a vehicle owned by the District must obey all laws and regulations regarding the operation of a motor vehicle and shall exercise extreme caution when operating the vehicle.
- **Payment of Fines and Tickets.** Employees will be responsible for paying all traffic or parking fines received while operating a District owned vehicle.

The theft, improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

SMOKING AT THE WORKPLACE

The District's policy is to provide smoke-free environments for our employees, residents, and the general public. Smoking of any kind is prohibited inside our office, district buildings and district vehicles. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside in smoking locations.

Employees are also responsible to inform anyone working on our grounds of this smoke-free policy, and report to their Department Manager any violation of this policy.

VIOLENCE AND WEAPONS

The District believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your Department Manager.

You are expected to immediately report to your Department Manager any

violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

EMERGENCY OPERATION POLICY

During emergencies or the preparation for a potential threatened emergency, employees of the Barefoot Bay Recreation District have responsibilities to the citizens of the district and to assist in the preparation for the potential emergency. Employees are also critical in the recovery from events. To ensure that BBRD's expectations are clear to all, and that the safety of people, employees and facilities are protected the following policies are adopted.

Definitions:

Emergency – Any natural or man made event that requires the preparation for and potential evacuation of BBRD facilities and or residents, and is declared by the Chairman of the Board of County Commissioners.

Administrative Leave - Paid at regular rate for the days during a Declared Emergency and not to exceed five days.

Return to Work Notice - Based on the weather and road conditions as well as conditions of facilities of the BBRD, employees will be notified through their emergency phone number of the Return to Work Notice.

Emergency Phone Number - When the BBRD residents are evacuated and facilities are closed, a contact number will be provided to employees in order that information on Return to Work can be provided. The employee is also responsible for providing their Manager with a number at which they can be reached.

Policies

1. No time off or annual leave will be granted during a declared state of emergency and during a Level II EOC state of preparedness. Sick leave will only be approved when a doctor's written statement is provided. Employees scheduled for work are required to fulfill their work schedule unless and until there is notice from their Manager. Given the above, employees are expected to prepare their home emergency plans and protect their property during non-work hours and in advance of the possible preparation of District facilities.
2. Those who are not scheduled to work may be called in to assist in the preparation of BBRD facilities. Those called in will be compensated in accordance with the BBRD's policies.

3. When preparation for the BBRD facilities are completed, scheduled workers will be released. The scheduled workers will be put on administrative leave. Scheduled workers who work their schedule in advance of the evacuation, and report back to work at their next scheduled shift after the emergency will be compensated for the time on administrative leave up to 32 hours.
4. Employees are required during the hurricane season to provide their manager with an up- to- date contact number or numbers. This number will be the number at which the employee can be reached in the event of preparation for, evacuation of area and Return to Work Notice. Failure to Return to Work when notified at this contact number may result in the determination that the employee has abandoned the job. He or she may be immediately terminated.
5. During the preparation of facilities and recovery from disasters employees may be asked to perform jobs that are not in their usually daily work or job description. Failure to perform reasonable tasks at the direction of Management of BBRD may be cause for immediate suspension and/or termination.
6. All compensation policies for non exempt employees shall be in effect during recovery operations. Exempt employees working outside their normal hours during the declared emergency may receive compensatory time.

DRUG-FREE WORKPLACE

The District does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the District's premises or worksites, or while operating the District's equipment or vehicles.¹ The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as an organization. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your Department Manger. Violation of this policy will result in disciplinary action, up to and including termination.

Prior to employment, each potential employee must undergo a drug test. Employees reasonably suspected through observation/documentation to be under the influence of alcohol or other drugs shall be prevented from engaging in further work of any sort and will have given the District cause to subject them to immediate testing, in accordance with the procedures set forth in the policy.

Any employee who is convicted of violating criminal drug or alcohol statutes

¹ This policy is not intended to prohibit the possession, distribution, and/or sale of alcohol by authorized Food and Beverage Department employees in the normal course and scope of performing their job duties where such possession, distribution, and/or sale of alcohol is a defined part of their job description or has been otherwise authorized in advance by District Management.

must notify an appropriate Department Manager or the Community Manager of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action.

Barefoot Bay Drug-Free Workplace Program adheres to Florida State Statutes. The Barefoot Bay Drug-Free Workplace Policy is available in the District Office for review.

RESPONDING TO RESIDENTS AND GUEST INQUIRIES AND PROBLEMS

At Barefoot Bay Recreation District, the Residents and Guests satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the residents or guest to achieve this goal.

APPEARANCE AND DRESS

To present a professional image to our residents, guest and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for jobsites.

- For the business office, casual business-style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as shorts, cut-offs or halter tops are not acceptable attire for the business office. Management may designate days in which more casual attire is acceptable.
- For worksites, employees are expected to wear clothes appropriate for work to be done as outlined by the Department Manager or Community Manager. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the circumstances so warrant. Employees at a jobsite should wear clothing that protects their safety and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery).

CONFLICTS OF INTEREST

Barefoot Bay Recreation District is a special unit of local government which means that Florida Statutes have established clear rules of conduct. You should avoid external business, financial, or employment interests that conflict with the District's community & business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, resident, or supplier.

Violations of law may lead to disciplinary action, up to and including termination, and prosecution under the law.

SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, the District has adopted the following rules concerning solicitation and the distribution of materials:

- The District prohibits solicitation and distribution of non-district materials on District property or at District sites at all times.
- Commercial solicitation is prohibited while on District properties. The gathering of signatures for petitioning of elected officials is prohibited within buildings or upon District facilities. Bona fide non profit r 501(c) fundraising efforts shall be permitted.

PERSONAL CALLS, VISITS, AND BUSINESS

The District expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods.

Employees should also limit incoming personal calls, visits, or personal transactions. The District's phones should be available to serve the District's community, and non-business use of the phones can hurt the District's operations. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

INSPECTION OF PERSONAL AND DISTRICT PROPERTY

The District's employees use the property and equipment the District owns and provides, and may also use the District's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by the District remains the property of the District. The District reserves the right to search any District property (e.g., personal computers, desks, lockers, or other storage areas) at any time. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

WORKPLACE MONITORING

Workplace monitoring may be conducted by Barefoot Bay Recreation District to ensure quality control, employee safety, security, and customer satisfaction.

Barefoot Bay Recreation District may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Barefoot Bay Recreation District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is

done in an ethical and respectful manner.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures an employee or other building user violating District policies, rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

NETWORK AND ELECTRONIC RESOURCES POLICY

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that the District provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary District property and subject to review or access by the District at any time.

All employees who use the District's Network and Electronic Resources must follow the guidelines below:

1. Use Network and Electronic Resources for District business purposes only.
2. Messages and communications sent via the District's Network and Electronic Resources are subject to the Public Records Act, and may be used in legal proceedings. Thus, all records are open to public review. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
4. Remember that all of the District's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Personal Conduct and Rules of Conduct, apply to the use of the District's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through the District's Network and Electronic Resources.
5. Passwords protecting the use of the District's Network and Electronic Resources are the District's property and will be assigned to employees as needed. Employees may not change passwords.
6. Do not download or install any software or program on any District computer or other hardware.
7. The District expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.

8. Employees must not attempt to override or evade any program or measure installed by the District to protect the security or limit the use of its Network and Electronic Resources.

The District retains the right to review all communications conducted and data saved, reviewed or accessed via the District's Network and Electronic Resources, including District computers, e-mail and internet access. The District does not permit its non-management employees to access or use any District password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access District systems.

CONFIDENTIAL AND PROPRIETARY INFORMATION

In the course of employment, you may have access to confidential information or other information regarding the District or fellow employees. It is your responsibility to refrain from revealing or divulging any such information and that you use it only in the performance of your duties. Even information subject to public records laws shall be considered confidential until such time a request is made by the public to review such information. Violation of this policy shall be considered misconduct connected with employment as contemplated by Chapter 443 of the Florida Statutes, governing unemployment compensation, and shall subject the employee to immediate dismissal.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The District expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the District's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the District reserves the right to discharge an employee at its discretion, with or without notice.

Although employment with Barefoot Bay Recreation District is based on mutual consent and both the employee and Barefoot Bay Recreation District have the right to terminate employment at will, with or without cause or advance notice, Barefoot Bay Recreation District may use progressive discipline at its discretion. These steps are guides only; it is not to be assumed that any one of them, or all of them in progression, will automatically be administered.

Barefoot Bay Recreation District recognizes that each disciplinary situation is

unique. Therefore, management retains the right to treat each incident on an individual basis at its discretion. However, in considering the discipline to be utilized in a particular case, management may consider the severity of the event, the cost involved to Barefoot Bay Recreation District, the interval between violations of a similar nature by the same employee, other violations, the employee's overall work record, the employee's length of service, and other factors as may bear upon the efficient and harmonious operation of Barefoot Bay Recreation District. While Barefoot Bay Recreation District is in no way bound to follow any specific procedures, the following forms of discipline may be utilized:

- **ORAL WARNING** - For minor offenses, the employee should be given an oral warning and documenting with the date, and the incident in the District employee's personnel file.
- **WRITTEN WARNING** - If the Oral Warning does not produce the necessary improvements and when repeated; or, when more severe offenses occur, the employee should be given a written warning. The written warning must include what has occurred, what rule or policy has been violated, what is expected of the employee, the amount of time allowed for improvement and make specific reference to all previous warning(s) (if any) that pertain in any way, to this warning. The warning statement should also contain a statement as to what more drastic disciplinary action will be taken if the employee does not correct the situation or commits further policy or rule infractions. All the facts of the case leading to the written warning should be discussed with the employee in private, with no interruptions. A copy of the written warning should be provided to the employee. The employee should acknowledge receipt of the written warning by signing the Written Warning document (memo). The employee should be encouraged to make any comments she/he feels is pertinent to the situation. If the employee refuses to sign the Written Warning, it is the responsibility of the Department Manager to so state on the form prior to forwarding it to be put in the District employee's personnel file.
- **SUSPENSION** - A period of time that an individual is not permitted to work or receives pay from Barefoot Bay Recreation District. Suspension is appropriate in lieu of termination, when management feels an investigation of the circumstances is warranted and immediate "defusing" of a situation becomes necessary or when conflict with another employee warrants both to be suspended until an investigation uncovers the individual culpability of the conflict. Suspensions are generally without pay and are issued for a period of one (1) to ten (10) working days depending upon the seriousness of the infraction. **If there is a need to dock pay from an exempt employee because of a suspension, the pay will be docked in full day increments.**
- **DEMOTION** - Demotions occur when employees do not follow the methods and procedures established for the particular job function or when the employee does not sustain quality performance.
- **DISMISSAL** - Dismissals are the involuntary separation of an employee at Barefoot Bay Recreation District. Dismissals should be substantiated with documentation of previous disciplinary actions, except in those cases serious

enough to warrant immediate dismissal.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Barefoot Bay Recreation District. All discipline actions must be documented in the employee file.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Excessive absenteeism or tardiness.
2. Dishonesty, including falsification of District-related documents, Employment Applications, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. During your working hours for the District, being in the possession of, consumption of, or being under the influence of alcoholic beverages or illegal drugs.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
6. Reporting for work with illegal drugs or unprescribed controlled substances in your body.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks, in accordant with current Local, State, and Federal laws.
8. Failure to promptly report a workplace injury or accident involving any of the District's employees, residents, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving in a District Vehicle.
11. Commission of a crime, or other conduct which may damage the reputation of District.
12. Use of profane language while on District business.
13. Stealing, misappropriating, or intentionally damaging property belonging to the District or its residents or employees.
14. Unauthorized use of the District's or its residents' name, logo, funds, equipment, vehicles, or property.

15. Insubordination, including failure to comply with any work assignments or instructions given by any District Department Manager with the authority to do so.
16. Violation of the District's Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of information belonging to the District or its residents.
20. Failure to comply with the personnel policies and rules of the District.

RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another probationary period, unless the District deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new probationary period. They will be considered new employees for any and all benefits. As a general rule, the District will not rehire former employees who:

- Were dismissed by the District
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

OUTSIDE EMPLOYMENT

The District discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from their Department Manager or the Community Manager. Work requirements for the District, including overtime, must take precedence over any outside employment.

If the District permits an employee to take outside employment, the employee must report to his or her Department Manager when the outside job has started. If, as a result of this outside employment, the employee is unable to work when requested by the District, including overtime, or is unable to maintain a high work performance level at the District, permission to work at the outside job may be rescinded, or the employee may be

subject to termination.

Employees are not permitted to work for any vendor of the District outside of the regular working hours as described above, without the express approval of the District's Community Manager or his or her designated representative.

The District will not pay medical benefits for injuries or sickness resulting from employment by any employer other than the District.

BENEFITS

HEALTH INSURANCE

Barefoot Bay Recreation District's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Barefoot Bay Recreation District and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the employee benefits package.

VOLUNTARY INSURANCE AND BENEFITS

In addition to health insurance programs, the District offers benefits and insurance that Regular full-time employees may elect at their cost. Currently, these benefits include life insurance, Accidental Death and Dismemberment (AD&D) insurance, retirement plan, tuition reimbursement, short-term disability insurance, long-term disability insurance, and dental insurance. These optional benefits are subject to change from time to time.

TUITION REIMBURSEMENT

- Employees in the following employment classifications are eligible to participate in the Tuition Reimbursement:
 - Regular full-time employees
 - Under certain circumstances employees may take training or course work and receive total or partial reimbursement for tuition. Courses must be job related.
 - Courses must be taken at an accredited institution and are normally taken on the

employee's own time.

- Employees may seek reimbursement only for courses that are directly related to their current position.
- The District will pay only for classes that the employee successfully completes
 - with a grade of "A" 100% tuition reimbursement
 - with a grade of "B" 85% tuition reimbursement
 - with a grade of "C" 70% tuition reimbursement
 - with a grade of less than "C" 0% tuition reimbursement.
- Separation from employment with Barefoot Bay Recreation District terminates any eligibility for this program. The District must be reimbursed for any funds it has expended if separation occurs prior to the completion of the course(s).
- Approval for participation in this program must be granted in advance of the start of the classes in order for the participant to be reimbursed. Application made after the start of classes may not be approved.
- Course reimbursement will be made after completion of course with documentation of course grade C or better.
- Each budget year funds will be allocated for this program and managed by Department managers. If the allocated funds are exhausted no further reimbursements will be made for the balance of the current budget year.

VACATION TIME

The Regular full-time employees are eligible for paid vacation. Regular part-time employees working less than thirty-three (33) hours per week but more than 20 hours per week on a regular and continuous basis are eligible for part-time paid vacation hours. Temporary and seasonal employees are not eligible for paid vacation. The length of annual vacations is determined by the length of service.

Vacation time will begin to accrue on the first day of employment; however, employees may not use accrued vacation time until completing six (6) months of employment. Vacation time must be scheduled and approved in advance by your Department Manager. Every effort will be made to accommodate vacation requests. However, business needs will determine the ability to honor such requests.

Regular Full-time Employees – Accrual Schedule

Length of Service		Vacation Accrual
0 through 5 years	=	8 hours per month
6 years through 10 years	=	10 hours per month

11 years through 15 years	=	12 hours per month
16+ years	=	14 hours per month

Maximum Accrued Time for Regular Full-time Employee:

240 hours maximum on record

The maximum amount of Vacation time a Regular Full-time Employee may accrue is 240 hours. Once an employee’s Vacation time reaches a maximum of 240 hours, no more hours will be credited to the employee’s Vacation time until hours are used and fall below the 240-hour maximum.

Regular Part-time Employees– Accrual Schedule

Length of Service		Vacation Accrual
0 through 2 year	=	2 hours per month
3+ years	=	4 hours per month

Maximum Accrued Time for Regular Part-time employee:

40 hours maximum on record

The maximum amount of Vacation time a Regular Part-time employee (working more than 20 hours but less than 33 hours per week on a regular and continuous basis) may accrue is 40 hours. Once a Regular Part-time employee (working more than 20 hours but less than 33 hours per week on a regular and continuous basis) Vacation Time reaches a maximum of 40 hours, no more hours will be credited to the employee’s Vacation Time until hours are used and fall below the 40-hour maximum.

New employees who begin work between the first and fifteenth days of the month will begin to accrue annual vacation as of the first of the month; those employed after the fifteenth day of the month will start accruing vacation on the first day of the next calendar month.

Exempt employees who have a minimum of one hundred twenty (120) hours of unused recorded vacation time may convert forty (40) hours of such unused vacation time to cash one time per fiscal year.

Upon termination, all employees of the District have the right to be paid for any unused vacation time accrued by the employee.

Holidays that occur while an employee is on prior approved vacation will count as a holiday rather than as a vacation day. When sickness occurs within a vacation leave, the period of illness may be charged as sick leave and the charge against vacation leave reduced accordingly. Request for such action must be made within two (2) days after return from vacation and must be supported by a medical certification substantiating the illness or injury claimed.

If bereavement leave occurs within a vacation period, the vacation period may be extended to cover this period and such time charged to bereavement leave as authorized; otherwise, the vacation leave will be reduced accordingly. Upon the termination of employment, the employee shall receive payment for all accumulated vacation time up to the maximum accumulations listed above.

The following key points provide answers to the most frequently asked questions concerning Vacation Time:

- An employee in his or her initial 6-months employment is not eligible to use Vacation Time. However, an employee is accruing Vacation Time during this period that will be available upon completion of this 6-month period.
- Employees on short-term illness or Family Medical Leave Act (FMLA) leave will not accrue Vacation Time.
- Vacation Time is accrued in hours, once a month, the first pay period after the 15th.
- Upon termination from the District, employees who have completed their initial 6-month employment period will be paid in their last check for any accrued, but unused Vacation time.

SICK LEAVE

Sick leave is available for regular full-time employees only and is intended for use on a necessity basis only. It is not intended as additional vacation or paid time off. Sick time will begin to accrue on the first day of employment and may be used after completion of six (6) months of employment.

Sick leave will accrue at a rate of eight (8) hours per month during the first ten (10) years of employment. Sick leave will accrue at a rate of twelve (12) hours per month after completing ten (10) years of employment. The maximum amount of sick time an employee may accrue is 750 hours. Once an employee's Sick leave reaches a maximum of 750 hours, no more hours will be credited to the employee's Sick leave until hours are used and fall below the 750-hour maximum. Sick leave shall not accrue when an employee is on any type of leave, other than vacation.

Sick leave may be used for personal illness, the death or critical illness of a member of your immediate family, to keep medical and dental appointments, and to supplement workers compensation or disability, in order to equal the employee's usual gross pay prior to the workers compensation triggering event. Holidays that occur while an employee is on Sick leave will count as a holiday rather than as a Sick leave.

If you will be absent from work due to an illness, notice must be personally given to your Department Manager prior to or at your scheduled reporting time, each day you are absent from work due to illness. If you are to be absent and fail to comply with the rules and regulations covering sick leave, you may be subject to disciplinary action. Management is responsible for determining that sick leave is properly authorized and used in accordance with this policy. At the discretion of the District, you must furnish a written medical certification that substantiates the illness and/or injury and your need to

be absent from work. Absences of three (3) or more consecutive days will require medical certifications that affirm your illness and/or injury and permits you to return to work.

Employees with greater than eighty (80) hours of accrued sick time may convert up to forty (40) hours once per fiscal year to vacation time; as long as the employee maintains a minimum of eighty (80) hours of accrued sick time. Such conversion will be on a one-for-one hour basis.

No payment shall be made for unused sick leave except at retirement, resignation or layoff. Such employees will receive pay for their accrued sick leave upon separation from employment. Payment will be at fifty percent (50%) of total hours after retention of eighty (80) hours of sick time by the District. (Example: An employee has 120 hours of accrued sick time on records. 80 hours retained by the District, 50% of 40 hours = 20 hours of paid sick time).

LEAVES OF ABSENCE

Employees in the following employment classifications are eligible to participate in the FMLA, Bereavement Leave, Jury Leave, and Military Leave:

- Regular full-time employees

Family and Medical Leave (FMLA)

Eligibility

Employees may qualify for an unpaid leave under the Family and Medical Leave Act (FMLA) for up to twelve weeks per year. The 12-month period is a rolling 12-month period measured backwards from the last date the employee utilizes FMLA leave. Use of FMLA leave will not result in a loss of any employment benefits that you have earned or were entitled to before FMLA leave, nor will the use of such leave be counted against you under the District's Attendance policy. However, the District requires you to use any accrued vacation and sick leave during your FMLA leave period. The following circumstances qualify for FMLA leave:

Birth of an employee's child or to care for such child after birth.

Placement of a child with an employee for adoption or foster care.

The employee is needed to care for a child, spouse, or parent who has a "serious health condition".

The employee is unable to perform the functions of his or her position because of his or her own "serious health condition".

To be eligible, must meet these criteria:

- Be employed with the District for at least 12 months
- Have worked at least 1250 hours during the most recent past year
- Have not already exhausted any FMLA leave entitlement for the past 12 month

period.

Notice to the District of FMLA Leave/Completion of Medical Certification

Employees exercising their rights under the Family and Medical Leave Act must give 30 days advance notice if foreseeable. If need for FMLA leave is not foreseeable, it is expected that an employee will give notice to the District within no less than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible.

A Family and Medical Leave Request Form must be fully completed and signed by the employee prior to the commencement date of the leave. The employee's notice must include sufficient information for the District to determine that the employee may have a FMLA qualifying reason and the anticipated timing and duration of the leave. Failure to return the requested certification within 15 calendar days after the District request for the certification, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts, could result in the leave not being covered under the FMLA.

Intermittent FMLA Leave

Leave may be taken on an intermittent or reduced leave basis to care for a newborn or newly placed adopted or foster child only if the employee and the District agree to the arrangement. However, leave for a serious health condition may be taken intermittently or on a reduced schedule, if medically necessary, and without the District approval. This intermittent or reduced leave applies for the employee or for the care of a family member.

While on FMLA Leave

The following conditions apply for the continuation of health benefits while on a leave of absence covered under the FMLA.

Group health insurance benefits will be continued on the same basis as if the employee had continued active employment. Any share of the group health plan premiums which had been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period. If premiums are raised or lowered, the employee must pay the new premium rates. Only group health insurance benefits and premium payments will be maintained during the requisite period.

Premiums for other benefits, such as supplemental life insurance, must be fully paid by the employee.

If a premium payments more than 30 days late, the District will provide written notice to the employee that the payment has not been received. Such notice will be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

The District requires all employees taking family or medical leave to report once every 30 days on their status, and on their intent to return to work upon completion of the leave. Before being allowed to return to work, and employee must complete and file a

Notice of intent to Return form FMLA Leave with HR or Designate.

Returning from FMLA Leave

Subject to any exceptions provided by law, upon returning from a FMLA leave, the employee is entitled to be restored to the same or equivalent position held before the leave commenced.

Before being allowed to return to work, an employee must provide certification from a licensed health care provider that the employee is able to resume work. The employee must then submit the form to the District's Community Manager or HR Designate in advance of his or her intended return to work date. The employee must keep his or her Department Manager informed as to the employee's condition and expected return to work date.

Employees who fail to return from a leave and have maintained medical insurance coverage will be responsible for reimbursing the District for the Employer's portion of the premiums paid by the District while on such leave. However, the District will not send reimbursement for premiums if the employee's failure to return to work is due to the continuation, recurrence, or the onset of a serious health condition or other circumstances beyond the employee's control.

Employees unable to return to work at the completion of their FMLA leave may elect to continue their medical and/or dental coverage through COBRA.

If a family medical leave of absence is anticipated, and an employee meets the requirements noted above, a "Request for Family or Medical Leave" form can be obtained from the Human Resources Designate.

Bereavement Leave

After the ninety (90) calendar day probationary period the District will provide up to three days of paid bereavement leave for Regular full-time employees upon the death of an immediate family member.

For purposes of this policy, "immediate family" is defined as the employee's or the employee's spouse's parents, siblings, children, grandparents, grandchildren, the employee's spouse, or any other relative who resides in the employee's household. If an employee must travel out of state for this purpose, five (5) days of paid bereavement leave will be granted.

Employees should direct all requests for Bereavement Leave to their Department Manager or to the Community Manager.

While on Bereavement Leave, an employee will be paid at straight time for the hours the employee was scheduled to work on the days missed.

Jury Leave

After the ninety (90) calendar day probationary period the District's Regular full-time employees who are called for jury duty will be granted time off with pay to perform this civic duty. Employees must notify their Department Manager as soon as they learn

they have been summoned as a juror so that work arrangements can be made. In order to be paid for Jury Leave, an employee must provide his or her Department Manager with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The District will pay employees straight time for their regularly scheduled hours of work, minus the compensation they received from the court for their service as jurors, for up to five days of jury service. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify his or her Department Manager of his or her availability to work.

Military Leave

The District will grant Regular full-time employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States. Employees may use accrued vacation time during a military leave of absence, but are not required to do so.

Domestic Violence Leave Policy

An employee may be granted up to three (3) days of leave (unpaid or paid if the employee chooses to use Vacation Time) if the employee (or a family or household member of the employee) is the victim of domestic violence.

NOTE: "Family or household" means spouse, former spouse(s), persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family and persons who are parents of a child in common (regardless of whether they have been married). With the exceptions of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same dwelling unit.

Reasons this leave can be requested include:

1. To seek an injunction for protection against domestic violent or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
2. To 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. To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter, program or a rape crisis center as a result of the act of domestic violence.
4. To make your home secure from the person responsible for the domestic violence or to seek new housing to escape this person.
5. To 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.

How much notice must an employee provide under this policy?

Except in cases of imminent danger to the health or safety of you or your family or household member, and employee must provide appropriate advance notice, at least 30 days, of the need for leave, along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

As part of the requirement for receiving this leave an employee would need to use all Vacation Time.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current **BAREFOOT BAY RECREATION DISTRICT employee handbook approved and effective on December 11, 2009**. I have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Community Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the District reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the District, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the District at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of the District shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is the District property and must be returned upon separation.

Signature

Date

Employee Name: Printed

