

# **CITY OF VENICE PERSONNEL PROCEDURES AND RULES**



Venice, Florida

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## **SCOPE AND PURPOSE**

These Procedures and Rules supersede the 1982 Revised Personnel Rules and Regulations adopted by Ordinance Number 962-82 on September 14, 1982 and any other subsequent resolution, ordinance or established citywide personnel policy set forth via memorandum or past practice by the City of Venice. These Procedures and Rules will govern working conditions for all employees and serve as reference to those items not incorporated in collective bargaining agreements entered into with the City of Venice. Where the expressed provisions of a negotiated collective bargaining agreement are in conflict with any provisions of these Procedures and Rules, the agreement provisions shall prevail, but only to the precise extent of such conflict.

These Personnel Procedures and Rules are to let employees know what to expect from the city and what the city expects from employees. The city reserves the right to make personnel policy changes when those changes are in the city's best interest. The city reserves the right to interpret policy and make policy decisions.

These Personnel Procedures and Rules render previous department policies and procedures in conflict herewith void. Any departmental level changes to address department operational needs must have the prior written consent of the director of administrative services and the city manager.

These Personnel Procedures and Rules do not apply to the mayor and council members unless a subsection specifically states otherwise.

## **SECTION ONE: EMPLOYMENT POLICIES AND PROCEDURES**

### **1.1 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City of Venice to grant equal employment opportunities to qualified persons without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, citizenship status or any other category protected by federal, state or local statute.

Additionally, the city has made a commitment to:

- further the principle of equal employment opportunity whenever possible.
- stand by that principle in promotional decisions by measuring all candidates in a fair and equal manner and to impose only those requirements for promotion which are valid.

### **1.2 ACCOMMODATION POLICY**

It is the policy of the City of Venice to offer equal employment opportunities to disabled applicants and employees in all phases of employment including the application process, performance of essential job functions, and benefits. Under this policy, reasonable accommodation is defined as any modification or change to a job, employment practice, or work environment which makes it possible for a qualified applicant or employee with a known disability to enjoy equal employment opportunities, as long as this does not create an undue hardship for the city or threaten the health and/or safety of others at work. The city reserves the right to make all work-related decisions concerning reasonable accommodation, disabilities and diseases based on the business interests of the city. These decisions will exemplify and take into consideration the city's commitment to equal employment opportunity.

### **1.3 EMPLOYMENT PROCESS**

#### Application for Employment

All parties interested in applying for a position with the City of Venice shall accurately complete the employment application. Successful candidates must pass a drug screen, pre-employment physical examination, criminal background and driving record check, reference review and educational/employment experience verification.

#### Nicotine Screening

Candidates will be required to sign (electronically and/or on paper) an affidavit stating that they have refrained from nicotine products for the 12 months preceding the application. If an applicant refuses to sign this affidavit, they will be considered ineligible for employment for a period of 12 months from the date of refusal.

Candidates are required to submit the necessary laboratory specimens during the pre-employment physical to allow initial nicotine screening. A confirmatory nicotine test will be conducted when the initial nicotine screening is positive. The confirmatory nicotine test will be conducted by an independent diagnostic lab. Applicants found to have a confirmed positive nicotine test will be

considered ineligible for employment at the city for a period of 12 months following receipt of the positive nicotine test results.

Nicotine products are defined as: cigarette, chewing tobacco, cigars, or any other product containing nicotine that is ingested or inhaled.

### Recruitment

When a vacancy occurs or if a new position is duly authorized, the responsible department head shall submit a requisition to the administrative services department for each such vacancy. All departments shall work cooperatively with the administrative services department in planning for new positions. All vacant positions within the city will be advertised and filled as established by the city manager. Employees desiring to be considered for any vacancy shall make written application in accordance with the job announcement.

### Selection

Each job description contains minimum qualifications, which must be met by an applicant in order to be considered for the specific position. The selection to fill open positions shall be based on merit and fitness demonstrated by examination or other evidence of competence. Veterans of the U.S. armed forces shall be given preference when all other factors are equal. The city shall endeavor to interview current city employees who make written application and meet the minimum requirements for the position. Upon completion of the interview process, the hiring official shall notify the director of administrative services of the proposed candidate selected and forward documentation to substantiate that the most qualified candidate has been selected. The hiring department shall work with the administrative services department to arrange all necessary pre-employment testing and qualification verifications. City manager approval is required to hire an individual at higher than midpoint of the grade prescribed for the position.

## **1.4 IMMIGRATION CONTROL AND I-9 FORM**

The city is committed to hiring only authorized workers. Each new employee must provide documentation to verify both identity and authorization to work in this country and to complete the I-9 form. If an employee cannot provide these required documents, they may be either dismissed or suspended until the required documents are produced. Both the employee and the city representative will sign the I-9 form certifying that the documents are valid.

## **1.5 EMPLOYEE CATEGORIES**

### Charter Officers

Council may afford benefits and other terms and conditions of employment to the city manager and city clerk in writing that differs from those provided in the Procedures and Rules.

### Regular Employees

The term “regular” refers to employees who have successfully completed their probationary working test period.

### Non-Bargaining Unit Employees

Employees employed in a position that is not in a bargaining unit represented by a union are classified “at will” and shall be supervised and evaluated by the city manager or his designee, and shall serve in their capacity – and as city employees – at the will and pleasure of the city. These non-bargaining unit employees shall not have access to Sections 1.21, 1.21a or 1.22 of these Procedures and Rules, but shall present their grievances directly to the city manager, who shall resolve same as he deems in the best interest of the city, or pursuant to a procedure to be developed by the city manager. Nothing in these Procedures and Rules is intended to create a contract of employment or in any way create any type of property interest in employment with the city.

Notwithstanding the foregoing, employees employed by the city in a non-bargaining unit position before February 10, 2015, who continue in that same position shall continue to have the rights provided in these Procedures and Rules regarding discipline and termination.

### Bargaining Unit Employees

A bargaining unit employee is defined as an employee employed in a position which is in a bargaining unit represented by a collective bargaining agent/union, regardless of whether the employee is actually a dues paying member of such organization. The terms and conditions of employment set forth in these Procedures and Rules shall apply to bargaining unit employees to the extent not inconsistent with the terms of a collective bargaining agreement.

### Probationary Employees

The term “probationary” refers to employees who are currently under probation, which is the working test period for new employees.

### Full Time Employees

The term “full time” refers to all employees whose normal workweek shall consist of not less than forty (40) hours. It may begin on any day of the week and at any hour of the day, and need not be the same for all departments and all employees. Fire service personnel work fifty (50) hours per week with twenty-four (24) hours on duty and forty-eight (48) hours off duty.

### Management/Supervisory

An employee may be appointed to a management and/or supervisory position by the city manager. Reference to this status is generally included in the job description. The director of administrative services maintains a list of all management/supervisory positions.

### Part Time Employees

The term “part time” refers to all employees whose normal workweek shall consist of more than twenty (20) hours but less than forty (40) hours. The only benefits these employees are entitled to are one-half (½) vacation leave, ½ holiday pay, and ½ sick leave; participation in the Florida Retirement System as required by law and participation in City of Venice Group Health Insurance as required by law.

### Part Time Seasonal Employees

The term “part time seasonal” refers to all employees, such as crossing guards, whose normal workweek shall consist of less than twenty (20) hours on a seasonal basis. The only benefits these employees are entitled to are one-quarter (¼) of fringe benefits; to include sick and holiday pay and participation in the Florida Retirement System as required by law.

### Temporary Employees

The term “temporary” refers to all non-contracted employees who work for the city for a designated period of time including summer intern positions. These employees may be scheduled to work up to forty (40) hours per workweek, at the direction of the department head. These employees are not covered by city benefits such as insurance, vacation and sick leave. However, these employees are granted holiday pay and participation in the Florida Retirement System as required by law.

## **1.6 PROBATION**

The probationary period is a working test period used by the supervisor and department head to closely observe a new employee’s work. It will be utilized to review the new employee’s performance to determine if they meet the required standards. The probationary period shall begin immediately upon hire and shall be for a period of six (6) months (or less at the discretion of the city manager) unless the position requirements and job posting clearly provide for an extended probationary period. In no case shall the probationary period extend beyond one (1) year.

### Evaluation of Performance

The administrative services department will notify the department head that an employee performance appraisal needs to be completed for a probationary employee thirty days prior to the conclusion of the probationary period. The probationary employee’s immediate supervisor will complete the appropriate appraisal form for review and approval by the department head and the director of administrative services at least ten working days prior to the termination date of the employee’s probationary period.

### Rejection

The department head or director of administrative services, with approval of the city manager, may discharge temporary and probationary employees at any time with or without cause and without the right of appeal or hearing in any manner.

### Appointment

A probationary employee who has received a rating less than satisfactory on their evaluation or has received any form of disciplinary action during their probationary period may not receive a regular appointment. Appointment to regular status is not automatic upon the expiration of the probationary period. In order to obtain an appointment to regular status, the new employee must have received a completed satisfactory performance evaluation.

### Promotion While On Probation

An employee must complete the probationary period before being considered for any promotion or change to another position within the city unless approved by the city manager.

## **1.7 WORKWEEK**

The regular workweek for most city employees is considered to be forty (40) hours, but this can be either longer or shorter depending on the needs of the city and its citizens. Non-exempt employees (as defined by the Fair Labor Standards Act) who work more than forty (40) hours in a week shall be paid at time and one-half the regular hourly rate, however, overtime is based on actual hours worked and does not include vacation leave, holiday pay hours, approved sick leave or other benefit time as hours worked. Hours of work may be different for different departments; for example, fire service employees work a fifty (50) hour workweek with twenty-four (24) hours on duty and forty-eight (48) hours off duty.

Non-exempt employees may elect to receive compensatory time off in lieu of overtime, at the rate of one and one-half (1½) hours of compensatory time for each hour of overtime worked. During civil emergencies all overtime will be compensated per the City of Venice Civil Emergency Pay Policy as amended. Employees may accumulate compensatory time off but may use no more than forty (40) hours at one time and may not use it in conjunction with vacation. On the last payday of the fiscal year, employees with more than forty (40) hours accrued compensatory time will be paid for all accrued hours over forty (40), at the current rate of pay.

## **1.8 TIME RECORDS**

It is the city's responsibility to set time keeping and payroll policies and it is the employee's responsibility to maintain their individual time records. A time record is required because the city uses the information for compliance with government regulations, payroll computation and providing an accurate record of earnings. All employees must maintain a true and accurate time record as approved by the city's finance and administrative services departments.

Each employee and department head must sign the time record before submittal to finance/payroll for processing no later than noon on the Monday following the end of the pay period. Any changes or corrections must be made within the following pay period.

## **1.9 PAYROLL**

### Pay Period

The payroll period is bi-weekly, although each week stands alone for compensation purposes. Employees will receive their paycheck on Friday, for the week ending the previous Saturday, for a total of twenty-six (26) paydays per year. The official workweek extends from 12:01 a.m. on Sunday through 12:00 p.m. on the following Saturday. Due to the nature of emergency services, police and fire personnel may utilize a varied official workweek as approved by the finance director and director of administrative services. If the payday falls on an official city holiday, employees will be paid on the preceding workday or other day designated by the city. In

extenuating circumstances, the city will consider a pay advance upon approval of the director of administrative services and the city manager.

### Payroll Deductions

Employee pay represents the full amount of earnings each pay period, minus the appropriate required federal deductions, such as federal withholding (income tax), social security, and Medicare taxes. The city deposits this deducted amount with the U.S. Treasury for credit on employee income tax calculations at the end of the year. Employees are responsible for completing a W-4 form properly and updating it when necessary. The city will provide a W-2 form showing total earnings for the year and the amount of taxes that have been withheld. Employees eligible to carry city benefits will have payments for these items deducted from their pay based on the completed benefit enrollment form.

### Questions Regarding Employee Paychecks

The city takes every precaution to avoid errors in pay. However, if an error does occur inadvertently, the employee should inform their supervisor who will contact the finance department and determine whether an adjustment is appropriate. If the paycheck contains an error, an adjustment will be made on the next regular payday. The city agrees to provide full details of overpayments or underpayments to the employee. The city reserves the right to recoup inadvertent overpayments to employees and acknowledges the responsibility to rectify inadvertent underpayments to employees.

## **1.10 LENGTH OF SERVICE**

The city recognizes an employee's length of continuous service as an important advantage. Some benefits employees receive, such as vacation, are based in part on length of service. Employees who are reinstated or re-employed following separation will have a new date of seniority effective with the first date of work of the most recent employment.

## **1.11 ANNIVERSARY DATE**

The employee's anniversary date is the date of initial employment or re-employment with the city. This date is used in determining eligibility for benefits that are related to length of service.

## **1.12 CLASSIFICATION AND COMPENSATION**

Job classification is determined by the requirements of the job and factors such as responsibility, skill, training, education, and working conditions. The city bases pay increases upon job performance, classification, length of service with the city and other economic and job considerations. The applicable Non-Bargaining Pay Plan or union agreements contain specific grade, which are reviewed and maintained by the director of administrative services. When a new position is created, the director of administrative services shall recommend a grade for approval by the city manager. The director of administrative services shall establish pay rates for temporary employees, whether employed directly or through an employment agency. Any employee who is temporarily and specifically assigned by the city to a position in a higher grade shall receive a rate

of pay which is five percent higher than the employee's regular rate of compensation. This increment shall not be awarded to employees whose job description specifically designates them as the person to act in someone else's temporary absence, unless such absence exceeds 30 calendar days, nor to those on light duty assignments in the course of recovery from job-related injury or illness. Similarly, this increment shall not apply in cross-training situations, but only when the employee is fully qualified and specifically assigned. It shall not be the intent of the city to assign such duty on a frequent or continually reoccurring basis except under emergency or extenuating circumstances.

### **1.13 PERFORMANCE REVIEW**

The administrative services department will forward an employee performance evaluation form to the employee's department head prior to the employee's anniversary date. The employee's immediate supervisor will complete the form and return it to the department head for review. The form will then be forwarded to the director of administrative services for review, signature, and placement in the employee's personnel file. Completed copies will be provided to the department head and the employee.

Employees will be evaluated by their supervisor at the end of their probationary period, annually, upon transfer, promotion or periodically as deemed necessary by the department head. This process consists of evaluation of job performance, personal characteristics that affect work habits, attitude, attendance and other job related functions. The employee will be given space to make comments on the evaluation. Employee comments must be made at the time of the evaluation and cannot be added after the evaluation has been signed by the employee. It is important for all employees to have a performance review periodically, in order to discuss work performance and to identify areas of success and improvement. Although these performance reviews are scheduled on a regular basis, employees are encouraged to privately discuss ideas, questions, or problems with their supervisor as they develop.

In the event of an unsatisfactory evaluation, an employee's performance will be monitored by their supervisor with a follow-up evaluation to take place in three (3) months.

### **1.14 RECLASSIFICATIONS**

#### **Conditions necessary for successful reclassification**

By default, all positions are assumed to be correctly graded per section 1.12 above. However, a successful reclassification can occur when one or more of the following conditions exist:

1. A position is deemed incorrectly graded in comparison with the market.

For the purposes of this section, "market" is defined as comparable employment in the public sector for the same or similar work of employees exhibiting like or similar skills under the same or similar working conditions in the local operating area. The city retains discretion as to what level of tolerance is acceptable in terms of deviation from the market and reserves the right to construe "local" differently by position. Furthermore, for the purposes of this

section, the grade of the position will be examined rather than the particular salary of an incumbent employee; i.e. reclassification should not be used as an opportunity to increase an employee's pay within the range for a correctly-graded position.

2. There have been permanent and substantial changes to a position.

I.e. since the time of classification or last reclassification, there has been changes to the duties and responsibilities of the position that are ongoing and deemed substantial enough to warrant a change of classification.

#### Conditions that do not trigger successful reclassification

- Utilization of new technology to do essentially the same job
- Additional work volume
- Temporary (non-permanent) changes to job duties
- Non-substantial changes to job duties
- The performance level of any incumbent employee
- Incumbent employee is earning low in the range of a correctly-graded position

#### Process for reclassification

The reclassification committee shall meet on an annual basis or as directed by the city manager to review the reclassification requests that have been submitted since the previous meeting. A period of 60 calendar days lead time will be provided from the date of announcement each year to the submittal deadline. Date of submittal shall be considered the date received by administrative services. The reclassification committee shall consist of the director of administrative services, finance director, department head and union president, if applicable. The committee will consider each reclassification request on the basis of the criteria listed above. A reclassification can result in a grade increase, lateral move, or grade decrease.

Reclassification requests can be initiated by:

1. The employee and first-line supervisor as a unit, or;
2. Any level of supervisor in the chain above the employee and first-line supervisor, or;
3. The director of administrative services, or;
4. The city manager.

The party initiating the request completes the request for reclassification form. The request is then sent to all levels of supervisor apart from the city manager for their recommendation with justification. All reclassification request submissions must be received by administrative services prior to the deadline announced by administrative services or they will not be reviewed until the following meeting. The city manager may agree to exceptions on a case by case basis on the basis of extenuating circumstances. All reclassification requests will be processed prior to committee review to ensure that all documents are completed. Any incomplete request will be returned with a request for completion. Recommendations of the committee will be submitted to the city manager for consideration.

The city manager will make the final determination, including grade and rate of pay, on the basis of the criteria listed above. The city manager will also make the final determination on effective date.

### **1.15 VOLUNTARY DEMOTION**

A demotion is a change in an employee's duties from one position to another for which a lower minimum and maximum rate of pay is established, and/or a lower level of responsibility. An employee may be granted a demotion upon request. Such a demotion shall be termed and recorded as voluntary. The reason for any requested demotion shall be put in writing by the employee and forwarded to the director of administrative services for recommendation and approval of the city manager before such demotion is put into effect.

### **1.16 TRANSFERS**

Temporary or regular transfers to positions in the same or lower pay grade are not accompanied by an increase in pay. The city reserves the right to transfer employees to positions or locations necessary to accomplish the objectives of the city.

### **1.17 RESIGNATION**

To resign in good standing and be considered eligible for rehire, employees shall provide written notice of resignation to the city manager. Regular employees shall provide two (2) weeks notice, whereas department heads shall provide four (4) weeks notice. If extenuating circumstances exist, the city manager may agree to permit a shorter period of notice. Notice of resignation shall be provided on the city's Notice of Resignation form. Once the notice of resignation is accepted by the city manager, it can be withdrawn only with the city manager's consent. The city reserves the right to make the sole determination of eligibility for re-hire.

### **1.18 LAYOFF POLICY**

The department head, with approval of the director of administrative services and the city manager, may layoff a regular employee when it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material changes in the department organization or other related reasons, which are outside the employee's control and which do not reflect discredit upon the services of the employee.

No regular employee shall be laid off while another person is employed on a probationary or temporary basis in the same class in that department. Temporary employees shall be laid off before probationary employees. The layoff of a regular employee shall be made first on the basis of employee evaluation rating in the class and department. Only if performance evaluations are equal shall the layoff determination revert to the inverse order of length of service. The city shall provide regular employees at least ten (10) working days notice of such layoff.

## **1.19 EXIT INTERVIEWS**

The administrative services department will conduct an exit interview with each employee who separates employment with the city. The interview is used as a tool to determine problem areas and improve working conditions.

## **1.19a EMPLOYMENT INQUIRIES AND REFERENCES**

The City of Venice will cooperate and respond to verbal and written employment inquiries for current and former employees. It is the city's policy to provide neutral references which are not to be construed to mean that there is negative information contained in the personnel file. To this end, the following information will be provided when reference information is requested: 1) position held, 2) dates of employment and 3) salary. If additional employment information is desired, the city's personnel files are subject to the Florida Public Records Law and may be reviewed in accordance with that law upon request to the administrative services department. To promote efficiency and ensure adherence to this policy, all requests for references regarding current or former employees shall be directed to the administrative services department for response. "Personal" references or recommendations are discouraged and shall be avoided during working hours and/or in working areas.

## **1.20 EMPLOYEE RECORDS**

Employees have the right, upon request, to examine and copy any and all material contained in their own employee file. The administrative services department maintains employee records pursuant to Florida Statutes Chapter 119.07 Inspection, Examination, and Duplication of Records.

## **1.21 EMPLOYEE CONDUCT AND DISCIPLINE**

Employees of the city are considered to be members of a team working together to achieve one common goal, which is to serve the citizens of Venice by enhancing the quality of life in the city in the most effective and efficient manner possible. Employees who fail to follow necessary policies, procedures, rules and directives or fail to exhibit proper employee conduct not only penalize themselves, but they render a disservice to the rest of the team and to the city.

As set forth in Section 1.5, Non-Bargaining Unit employees serve at the will and pleasure of the city manager and, as such, may be disciplined and discharged at any time, with or without cause. Therefore, Sections 1.21, 1.21a and 1.22 do not apply to such employees.

### **Discipline**

If any employee engages in activity detrimental to the best interests of the City of Venice, its citizens, supervisors or co-workers, then that employee will receive appropriate discipline. The city reserves the right to make all disciplinary decisions. Employees may receive progressive discipline including oral reprimand, written reprimand, demotion, suspension or discharge based on the type, frequency, and severity of the offense. Progressive discipline may not be appropriate for more serious offenses.

### Suspension, Demotion or Discharge; Pre-Determination Hearing

An employee who is being considered for suspension, demotion or discharge shall be given a written statement of the specification or charge prepared by the department head or director of administrative services and approved by the city manager, before any final determination is made. The employee will be given the opportunity to respond in an informal hearing conducted by the department head or a hearing official designated by the city manager. Upon conclusion of the hearing, the hearing official shall inform the employee of the decision. At this pre-determination hearing, the employee may be accompanied by a representative, but the hearing will not be unreasonably delayed to accommodate the schedule of any particular representative. The employee may explain any vindicating or mitigating circumstances or reasons which the employee feels should be known or considered before a determination is reached. Within a reasonable time after the hearing, the hearing official shall inform the employee of the decision. The employee may request a Formal Evidentiary Hearing, as provided in these procedures, if he or she contests the decision. However, bargaining unit employees covered by a collective bargaining agreement may elect to use this procedure only if they choose not to pursue a grievance to arbitration under the collective bargaining agreement; and the request for arbitration shall constitute a waiver by the employee of the right to utilize this Formal Evidentiary Hearing procedure.

### Employee Conduct

There are two (2) groups of example offenses for which employees may be disciplined. Nothing contained herein shall be construed to limit disciplinary action to these sample offenses. Each violation shall be evaluated upon its individual merits and a particular violation may be so severe as to warrant more serious discipline than is illustrated below:

#### Group One Offenses

1st Offense – verbal or written reprimand

2nd Offense – up to ten (10) days suspension without pay

3rd Offense – up to and including termination

1. Taking more than specified time for meals or breaks.
2. Being absent or late without proper notice, authorized leave or excuse. If the absence is for more than two consecutive workdays, the employee will have been deemed to have abandoned the job and resigned from city employment.
3. Leaving the job or the regular working area during working hours for any reason outside of the employee's job duties without authorization from the supervisor.
4. Chronic absenteeism.
5. Making or publishing of any false, vicious, inappropriate or malicious statements or gestures to or concerning any employee, vendor or citizen.
6. Soliciting or collecting contributions for any purpose on city premises during working hours unless approved by the city manager.
7. Soliciting signatures for petitions while on city premises during working hours without approval by the city manager.
8. Conflict of interest other than specifically listed in these rules and regulations.

9. Receipt of any gift in the course of work when such gift is solicited or given in the hope or expectation of receiving a favor.
10. Removal of another employee's property or city property without permission.
11. Failure to timely report any accident or claim.
12. Violating a safety rule or safety practice.
13. Reporting to work or working while unfit for duty either medically, mentally or physically.
14. Mistakes due to carelessness.
15. Improper use of city computers regarding e-mail and Internet usage.
16. Inefficiency, unsatisfactory performance, or lack of application or effort on the job.
17. Failure to report the loss of or damage to city equipment or other city property entrusted in the employee's custody.
18. Losing or causing damage to city property or property of another by actions not contained in the employee's job description.
19. Failure to keep the city and department notified of the employee's current proper address and telephone number.
20. Violation of published city or departmental policies, rules, standards, orders, operating procedures or regulations.
21. Abuse of leave privileges.
22. Sleeping during work hours unless approved by the department head.
23. Engaging in unprofessional behavior, such as horseplay, scuffling, wrestling, distracting the attention of others, demonstrations on the job, obscene language or gestures, or loud or abusive behavior.
24. Any activity detrimental to the city.
25. Being verbally abusive to any employee, supervisor or citizen.
26. Exhibiting conduct unbecoming a city supervisor or employee.
27. Creating or condoning a work environment that is not conducive to the operational aspects or goals and objectives of the city.

### Group Two Offenses

#### 1st Offense – up to and including termination

1. Misrepresentation of any facts in seeking employment.
2. Falsification of personal or city records, accident reports, work records, purchase orders, time sheets or any other report, record or application.
3. Making false claims or misrepresentations to obtain any sick or accident benefits, workers compensation or unemployment payments.
4. Making, posting or publishing of any threatening or intimidating statements, photographs/pictures, or gestures to or concerning any employee, vendor or citizen, or creating or condoning a hostile work environment.
5. Failure to return at the end of an authorized leave of absence.
6. Refusal to fully and truthfully cooperate in an investigation conducted by or at the direction of the city.
7. Improper racial or sexual comments, harassment or acts directed to any city employee or the general public.

8. Unauthorized use of the city's tax-exempt number for any reason.
9. Communicating or imparting confidential information either in writing or verbally to any unauthorized person.
10. Loss of or failure to maintain a current license or certification required by the city, state or other governmental entity to perform the job for which the employee is assigned.
11. Deliberately or negligently misusing, destroying, damaging city property or property of an employee.
12. Theft of any amount of money or property from the city, co-workers, citizens or visitors.
13. Gambling, lottery or engaging in any other game of chance at city work locations at any time. (This does not include benevolent fund-raising efforts as approved by the city manager).
14. Insubordination or refusal to perform work assigned or to comply with written or verbal instructions of the supervisor or management.
15. Conviction of any crime, physical violence, theft, or drug related matter or a serious traffic offense.
16. Committing actions that affect the safety of equipment or personnel.
17. Creating unsafe working conditions.
18. Being under the influence of or being in possession of any alcohol or illegal drugs while on duty.
19. Refusal to take a drug or alcohol test when required to do so by the city.
20. Unauthorized possession of fireworks or explosives on city property.
21. Possession of firearms or weapons on city property except as provided by section 1.25
22. Disorderly, immoral or indecent conduct causing any negative reflection on the city.
23. Participating in or initiating physical altercations.
24. Throwing objects, malicious mischief or similar types of disorderly conduct.
25. Provoking or instigating a fight or fighting at any time on city property or on city time.
26. Failure to report an arrest for driving under the influence within 72 hours of the arrest.
27. Suspension of the employee's driver's license if driving a vehicle is an essential function of the employee's position.
28. Operating a city vehicle while under the influence of alcoholic beverages, a chemical substance or a controlled substance when affected to the extent that the employee's normal faculties are impaired.
29. Found to be at fault for a traffic accident that results in personal injury or property damage in excess of \$1,000.00.

The above lists do not include all of the reasons for which an employee may be subject to disciplinary action, but as stated earlier, is intended to provide examples of inappropriate conduct.

#### Other Occasions for Resolving Factual Disputes

In addition to disciplinary suspension, demotion or discharge, there may arise other occasions when material facts are in dispute and those facts significantly impact a constitutional property right of one or more employees. A pre-determination hearing is not warranted in such cases unless the determination is based on an employee's misconduct. In cases not involving an employee's misconduct, but which do involve disputed facts and do materially affect one or more employee's

constitutional property rights, the employee may request a formal evidentiary hearing to resolve disputed issues of fact.

### **1.21a FORMAL EVIDENTIARY HEARING**

If a timely written request for a formal evidentiary hearing is made, any employee covered by this procedure shall be afforded the opportunity for a formal evidentiary hearing to challenge any decision by the city manager or his or her designee regarding the employee's involuntary termination, involuntary demotion, suspension or compensation decrease, or to resolve disputed issues of material fact which affect an employee's constitutional property rights, including but not limited to, an employee's loss of employment by reduction in force or by other means not based on the employee's misconduct. A request for such a hearing must be submitted in writing to the director of administrative services within 15 calendar days from the date the employee received notice of the action or proposed action, which the employee seeks to challenge.

Upon timely receipt of the written request, the city manager or his or her designee will schedule the formal evidentiary hearing and provide the employee with a formal evidentiary hearing by Certified U.S. Mail, Return Receipt Requested, to the employee's last known address. The formal evidentiary hearing will specify the date, time, and location of the formal evidentiary hearing and describe the nature of the charge(s) brought against the employee. The formal evidentiary hearing will also set forth the procedures to be followed to request the hearing. If the employee is represented by an attorney or another representative, all notices will go to such representative.

Under normal circumstances, the hearing will be held within 21 days of the receipt of the employee's request for a hearing, but not earlier than 7 working days after the date the notice of hearing is mailed to the employee. The formal evidentiary hearing will be conducted by an impartial hearing officer who will be chosen by the city manager or his or her designee.

#### **Hearing Procedures**

All testimony in the proceeding will be accurately and completely preserved through a court reporter, the expense of which will be paid by the city. A full transcript of the proceedings will be made available to the employee at the employee's expense. All testimony of parties and witnesses shall be made under oath.

Both the employee and the city will have the right to be represented by counsel of his or her choice. The employee will be given the opportunity to refute the charges or explain the actions which have resulted in the contested action. The employee and city will have the opportunity to present evidence and testimony and to call, examine and cross-examine witnesses. The city will put forth its case first, then the employee. The city must prove its case by a preponderance of the evidence. Each party will have the right to make an opening and closing statement.

Irrelevant, immaterial or unduly repetitious evidence shall be excluded from the hearing. All other evidence of a type commonly relied upon by a reasonably prudent fact finder shall be admissible, irrespective of whether or not such evidence would be admissible in a trial in a Florida or federal court. Hearsay evidence may be used for the purpose of supplementing or explaining other

evidence, but it shall not be sufficient in itself to support a finding, unless it would be admissible over objections in civil actions.

#### The Hearing Officer

The hearing officer must be an attorney admitted to the Florida Bar, or an experienced arbitrator recognized by the American Arbitration Association or the Federal Mediation and Conciliation Service, or another person experienced in conducting formal administrative hearings. The hearing officer must be impartial and may be disqualified upon motion made by either party on the same grounds as are provided for the disqualification of Florida State Court Judges. The hearing officer shall conduct the hearing according to the principles of due process of law and shall make such procedural and substantive rulings as may be needed in furtherance of the principles of providing due process of law.

#### Hearing Determination

Within 30 days after the Hearing or receipt of the hearing transcript, whichever is later, the hearing officer shall issue a written decision consisting of specific Findings of Fact, Conclusions of Law and a Final Order. Where possible, the hearing officer's Findings of Fact should generally cite to the record testimony and evidence presented. The hearing officer's determination shall be final and binding in all cases.

#### Appeal Procedure

Decisions of the hearing officer shall be final and binding, except that they may be appealed as provided by the Florida Rules of Civil Procedure.

### **1.22 EMPLOYEE PROBLEM SOLVING AND COMPLAINT PROCEDURE**

The intent of the Problem Solving and Complaint Procedure is to help employees work out any problem or complaint that may arise. The use of this Problem Solving and Complaint Procedure is established as an opportunity to correct dissatisfaction in job related practices and policies and has the following purposes:

- To resolve employee problems in a just and equitable manner.
- To provide a formal mechanism with time limits to ensure prompt handling of employee concerns.
- To alert management to causes of employee dissatisfaction and to provide an opportunity to address employee concerns.
- To acknowledge employee concerns without reprisal against the employee.
- To foster a high level of employee morale.

#### How the Procedure Works:

##### Step 1:

The first step is to discuss the problem orally with the immediate supervisor. Every effort should be made to resolve the problem at this level to the satisfaction of both parties. The concern must be discussed with the employee's supervisor within seven (7) city hall working days of the date

the incident occurred or reasonably should have come to the attention of the employee. The supervisor will consider the matter and provide the employee with a response within seven (7) city hall working days after receiving the complaint. Both the employee and supervisor should make every effort to settle the matter at this stage.

Step 2:

If the employee is not satisfied with the supervisor's response in step 1, the employee may submit the matter in writing to the department head, with a copy to the director of administrative services, within seven (7) city hall working days after the step 1 response is received. If the supervisor in step 1 and the department head in step 2 are one and the same, both steps must still be followed. The department head will notify the employee of the response within seven (7) city hall working days after receiving the step 2 complaint.

Step 3:

If the employee is not satisfied with the department head's response in step 2, the employee may submit the matter in writing to the city manager, with a copy to the director of administrative services, within seven (7) city hall working days after the step 2 response is received. The city manager or designated representative will review all of the facts and circumstances and respond within fourteen (14) city hall working days after receiving the step 3 complaint.

The purpose of the Problem Solving and Complaint Procedure is to give the employee and the city an opportunity to resolve any problems or complaints. The employee must use this procedure and follow the appropriate chain of command as outlined within this section.

Calculating Response Dates

For the purpose of this section, the number of days is based on city hall working days and the day of receipt does not count as one of the days involved.

Exhaustion of Remedies

Any employee with a complaint under the above rules must exhaust all remedies under this procedure before the employee may take any judicial or administrative action. The purpose of this exhaustion requirement is to give the employee and the city every opportunity to resolve any disputes within the framework set forth by these Procedures and Rules.

**1.23 POLICY AGAINST HARASSMENT**

The City of Venice is committed to providing a work environment that is free from discrimination. In keeping with this commitment, the city maintains a strict policy prohibiting any kind of unlawful harassment or discrimination, including racial, sexual, ethnic, disability, age or religious harassment. This policy prohibits harassment in any form, such as verbal, physical and visual.

The definition of sexual harassment includes: (1) quid pro quo sexual harassment where employment or continuing employment is based on the granting of a sexual favor, and (2) the creation of a hostile work environment to the extent that an employee feels coerced or intimidated. A hostile work environment can be created by words and/or actions. Words or actions are

considered unlawful sexual harassment if, among other things, they are sexual in nature and unwelcome. Examples of sexually harassing conduct include, but are not limited to, the following: (1) unwelcome sexual flirtations, advances, touching or propositions; (2) verbal abuse of a sexual nature; (3) offensive comments of a sexual nature; (4) sexually degrading words, gestures or images; and (5) the display in the workplace of sexually suggestive objects or pictures.

Examples of other types of harassment include but are not limited to: (1) nicknames pertaining to any ethnic, religious, or age characteristics or stereotypes; (2) racial, ethnic, age or religious jokes; (3) overtly or covertly distributed materials, signs, magazines, or bulletin board notices that are found offensive; and (4) use of any racial slurs.

Any employee who believes they have been harassed by a coworker, manager or agent of the city should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor and the director of administrative services. Managers who know or who become aware of potential harassment should report all complaints of harassment to the director of administrative services, to ensure that they are resolved promptly and effectively. The city will investigate all complaints and advise the interested parties of the conclusions.

The city will conduct all actions to resolve complaints of harassment through internal investigations as confidentially as possible and practical. Any manager or other employee who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to disciplinary action, up to and including dismissal. Employees who utilize the complaint procedure outlined in this policy will not be retaliated against and will not have their employment adversely affected by making such a complaint.

#### **1.24 WORKPLACE VIOLENCE--ZERO TOLERANCE POLICY**

The city has adopted a Zero Tolerance Policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the city or that occur on city property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the city or to create a hostile, abusive, or intimidating work environment for city employees. Examples of workplace violence include, but are not limited to, the following: (1) all threats or acts of violence occurring on city premises, regardless of the relationship between the city and the parties involved in the incident; (2) all threats or acts of violence occurring off the city's premises involving someone who is acting in the capacity of a representative of the city; (3) all threats or acts of violence occurring off the city's premises involving a city employee if the threats or acts affect the legitimate interests of the city; and/or (4) any acts or threats resulting in the conviction of an employee or agent of the city, or of an individual performing services for the city on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the city.

Specific examples of conduct which may be considered threats or acts of violence, include but are not limited to, the following: (1) hitting or shoving an individual; (2) threatening an individual or his/her family, friends, associates, or property with harm; (3) the intentional destruction or threat of destruction of city property; (4) harassing or threatening phone calls, e-mail or mail to an employee's home or work place; (5) harassing surveillance or stalking; (6) the suggestion or intimation that violence is appropriate; and/or (7) unauthorized possession or inappropriate use of firearms or weapons.

The city's prohibition against threats, harassment and acts of violence applies to all persons involved in the city's operation, including but not limited to city employees, contract and temporary workers and anyone else on the city's property. Violations of this policy by any individual on city property, by any individual acting as a representative of the city while off city property, or by any individual whose actions off city property affect city business interests, will lead to disciplinary action (up to and including dismissal) and/or legal action as appropriate.

Every employee and every person on city property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to their supervisor and the director of administrative services. Nothing in this policy alters any other reporting obligation established in city policies or in state, federal, or other applicable law.

### **1.25 WEAPONS AT WORK**

Except as provided for in the Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008 employees are not allowed to have weapons in their possession on city property unless these weapons are necessary to perform the job or as authorized by the city manager. The term "possession" is defined to mean in lockers or toolboxes, in an employee's personal possession, or anywhere else on city property. Employees who violate this policy will be subject to disciplinary action up to and including immediate dismissal.

### **1.26 STAFF SEARCH AND SECURITY POLICY**

The city reserves the right to conduct an investigation of missing property or other suspected rule or policy violations. Offices, desks, lockers, and file cabinets are the property of the city and are subject to search by the city at any time without prior notice.

### **1.27 DRUG FREE WORKPLACE POLICY**

The City of Venice is committed to maintaining a safe, productive work environment at all city facilities and work sites and safeguarding city property. In addition to the harmful effects of illegal drugs, the abuse of alcohol and/or illegal drugs can undermine employee productivity, and the quality of the city's standard of service to the community. Therefore, the city has established this drug free workplace policy which applies to all employees and applicants for employment in order to provide a safe workplace and promote high standards of employee health by establishing and maintaining a work environment free from the effects of illegal drug or alcohol use.

The manufacturing, distribution, dispensing or possession and/or use of alcohol or illegal drugs on city property or during assigned work hours is prohibited and will be subject to discipline up to and including dismissal.

Employees who report to work under the influence of alcohol or illegal drugs or employees who operate city machinery or vehicles while under the influence of these substances will be subject to discipline up to and including dismissal. Due to the seriousness of the consequences and safety implications of being found under the influence of alcohol while on duty, anyone assigned to be on-call should avoid consumption of any such substances for the designated on-call period.

#### Drug Testing

The city reserves the right to require drug and/or alcohol testing of employees under the following circumstances:

#### Applicants/New Hires

Any applicant who is offered employment with the city shall, as a condition of employment, submit to testing for the presence of drugs and alcohol. Applicants who refuse to take a drug test when requested will not be considered for employment with the city.

#### Reasonable Suspicion

If two or more supervisors have reasonable suspicion that an employee is under the influence of alcohol or illegal drugs while at work, the city may require the employee to undergo drug and/or alcohol testing.

#### Random Testing

The city maintains the right to require random testing of any employee pursuant to applicable laws that allow such testing.

#### Testing Procedures

The testing will be conducted by a method of the city's choosing, at a testing facility selected by the city. For Breathalyzer and/or field sobriety tests, the city may utilize the police department certified staff.

#### Refusal of Testing

Employees who refuse to take a drug test when requested will be subject to discipline.

#### Employee Counseling

The city has established a voluntary counseling program to assist those employees who voluntarily seek help for alcohol or drug problems. The employee should contact the administrative services department for additional information.

### **1.28      DISABILITIES AND MEDICAL CONDITIONS IN THE WORKPLACE**

It is the policy of the city to provide a safe and healthy work environment for all employees and the public that is served, and to make reasonable accommodation to the work needs of applicants

and employees who have a known physical or mental disability, as long as this does not create an undue hardship on the city or threaten the safety and/or health of others at work.

If an employee contracts a disease or develops a physical or mental disability which limits their ability to successfully perform the job duties, which is communicable to others, or which threatens the health or safety of others at work, the employee may be placed on a leave of absence, based on the advice of a physician. Before being allowed to return to work, the employee must provide the city with a written physician's statement, indicating that they are able to perform their job duties satisfactorily, with or without accommodation, and does not pose a threat to the health and/or safety of others at work. This information shall be placed in the employee's confidential medical file in the administrative services department.

If an employee contracts a non-communicable disease or disability, they will be allowed to continue to work as long as the employee is physically and mentally able. The city will make reasonable accommodation to the employee's work needs, as long as this does not create an undue hardship for the city or threaten the health and/or safety of others at work. The city will require a written physician's statement verifying the status of the disease or disability. Management reserves the right to make all work-related decisions based on the best interests of the city and its citizens.

## **1.29 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The City of Venice adheres to the benefits provided to all eligible employees under the Family and Medical Leave Act of 1993 (FMLA). This section contains highlights of the provisions. Eligible employees may be able to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons. For additional information, employees should contact the administrative services department.

### **Employee Eligibility**

Employees must meet the criteria as specified in the law to be eligible for FMLA leave. The city shall consider leave for employees not meeting the criteria for FMLA leave on a case by case basis, as recommended by the director of administrative services and approved by the city manager.

### **Circumstances That May Trigger Leave:**

Employees may be granted FMLA leave for one or more of the following reasons:

1. For the birth of a child, to care for a newborn child, or placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (employee's spouse, child, or parent) who has a serious health condition.
3. Because of the employee's serious health condition which makes the employee unable to perform the functions of his or her job.

### Length and Duration of Leave:

If eligible, the employee may receive up to twelve (12) workweeks of unpaid leave during any rolling twelve-month period, measured backward from the commencement of any family or medical leave. The city shall grant up to six (6) months unpaid leave to employees for the birth or placement of a child at the request of the employee, and leave may be extended for a maximum of twelve (12) months by mutual consent between the employee and the city.

FMLA leave may be taken intermittently, which means taking leave in blocks of time or by a temporary reduction of the employee's normal weekly or daily work schedule, or by temporary reassignment to another position to better accommodate the employee's need for time off or a reduced schedule. Intermittent leave is not permitted for the birth of a child, to care for a new born child, or placement of a child for adoption or foster care.

### Using Accrued Paid Time Off

The city will require employees to utilize their accrued paid leave during the designated FMLA period. This paid leave is not exclusive of FMLA leave, and will be deemed to run concurrently with the employee's FMLA leave entitlement period. Eligible employees are required to utilize existing compensatory time, sick leave and available vacation leave, in that order.

### Maintenance of Health Benefits While on Leave

The city will continue to pay the city's share of premium payments to maintain the employee's life and group health coverage while the employee is on FMLA leave. The continuation of coverage will be provided if the employee was covered under the plan before the employee began FMLA leave. If the employee has elected family coverage prior to the start of FMLA leave, the employee shall be required make arrangements for payment of the family coverage premiums while on leave. Employees are encouraged to make premium payments to the extent they are not automatically deducted from the employee's paycheck during leave to avoid cancellation of benefits.

Under some circumstances, the city reserves the right to recover premiums it has paid to maintain health coverage for an employee. This will generally occur only when an employee fails to return to work at the conclusion of leave, and the failure to return was not due to the continuation or recurrence of the employee's (or immediate family member's) serious health condition.

### Job Restoration Following Leave

Employees returning from FMLA leave are normally entitled to be restored to their original job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. In addition, use of FMLA leave will not result in the loss of any employment benefit the employee earned or was entitled to before using FMLA leave.

### Obligation to Provide Notice and Medical Certification

When seeking FMLA leave, the employee may be required to provide:

1. Thirty (30) days' advance notice of the need to take leave if the need is foreseeable. If the need for leave is not foreseeable, or thirty (30) days' notice is not possible under the circumstances, as much notice as is possible must be provided.

2. Medical certifications supporting the need for leave due to a serious health condition affecting an employee or immediate family member. The city may require the employee to obtain a second or third medical opinion at the city's expense. Periodical re-certification at the city's expense may also be required.
3. Periodic reports from the employee as the city deems appropriate or necessary during leave regarding status and intent to return to work.
4. Medical certification of the employee's fitness for duty before being permitted to return to work, if the leave was taken for the employee's serious health condition.

Employees are requested, when possible, to schedule medical treatment so that it will not unduly disrupt the city's operations. Employees are required to provide the city with as much notice as possible when time off for scheduled medical treatment is required. Failure to comply with these requirements may result in delay or denial of leave.

#### Outside Employment

Outside employment during FMLA leave is prohibited, and may result in disciplinary action, up to and including immediate termination of employment.

#### Exhaustion of FMLA Leave Period

Any employee failing to return or unable to return to work at the exhaustion of the FMLA leave period may be subject to termination of employment. An employee who informs the city that they do not intend to return at the conclusion of their leave will be deemed to have resigned. Any practice of routinely providing employees with a post-FMLA leave recovery period is ended with city council approval of this amendment to the Personnel Procedures and Rules on September 10, 2013. The city may provide employees with a post-FMLA leave recovery period at its discretion on a case by case basis, observing the requirements of the American with Disabilities Act (ADA) and other applicable laws.

#### This Policy is Not a Contract

All of the parameters of FMLA leave, including the duration of leave, benefits availability, job restoration, and other rights and obligations associated with FMLA leave are limited by the requirements of applicable state and federal laws. Employees should not infer any express or implied contractual rights from this policy. The city reserves the right to modify this policy as necessary, in its sole discretion, to ensure compliance with applicable state and federal law.

### **1.30 NOTICE OF PRIVACY PRACTICES**

No later than April 14, 2003, the City of Venice Self-Funded Group Health Plan was required by law to take reasonable steps to ensure the privacy of the personally identifiable health information of employees, retirees, and dependents covered by the city's group health plan, and to provide information about:

- the Plan's uses and disclosures of Protected Health Information (PHI);
- privacy rights with respect to PHI;
- the Plan's duties with respect to PHI;

- the right to file a complaint with the Plan and the Secretary of the U.S. Department of Health and Human Services; and
- the person or office to contact for further information about the Plan’s privacy practices.

The term “Protected Health Information” (PHI) includes all individually identifiable health information transmitted or maintained by the Plan, regardless of form (oral, written, electronic). Non-authorized disclosure of PHI will be subject to disciplinary action up to and including dismissal.

The complete notification is posted on the city’s website or may be obtained from the administrative services department.

### **1.31 EMPLOYMENT OF RELATIVES**

The city does not permit the employment of relatives or members of the same household under any of the following circumstances:

1. Where one of the parties would have authority or be in a position to directly or indirectly supervise, appoint, remove, or discipline the other.
2. Where one party would be responsible for auditing or evaluating the work of the other.
3. Where both parties would report to the same immediate supervisor.
4. Where circumstances exist that could create a conflict of interest or an unsuitable working arrangement that could have a negative impact on employee morale or service to citizens.

The city manager has the final determination as to what constitutes a conflict of interest or unsuitable working arrangement. The city manager may waive this policy when it is deemed in the best interest of the city to do so.

For the purpose of this policy, a relative is defined as an employee’s spouse, parent, sibling or child. For parent, sibling or child this is defined as biological, adopted, foster, step-parent/step-child/step-brother/step-sister or legal ward. Spouse is defined as husband or wife as defined or recognized under State law.

### **1.32 EMERGENCY CONDITIONS**

The city realizes that emergency conditions such as storms may develop that may require the temporary closing of city facilities. Should that situation occur during the workday, hours considered for payroll shall be determined by the city manager. Emergency closing during the workday will be announced to the department heads, who will assess their department’s operational needs and communicate the information to their employees.

If emergency conditions develop during non-working hours, it is each employee’s responsibility to make every effort to be in contact with their supervisor during these emergency situations to determine their work schedule.

### **1.33 EMERGENCY CALL BACK**

Due to the critical nature of many city services, any employee may be called back to work outside of their regularly scheduled shift. Employees who are called back will be paid at a rate of time and one-half of the actual call back hours worked, or a minimum of three (3) hours, whichever is greater. The employee may elect to receive compensatory time off in lieu of compensation. During civil emergencies all call back time will be paid at a rate of time and one-half of the actual call back hours worked and compensatory time off accruals will not be allowed. For pay purposes, time worked begins when an employee leaves home to report to the emergency call back and ends when they return home, based on reasonable commuting time as determined by the city.

### **1.34 STANDBY PAY**

In order to provide coverage for services during off-duty hours, it may be necessary to assign and schedule certain non-exempt employees to standby duty. Standby duty is determined by the department head based on operational needs that require an employee to be available for work during normal off duty time, due to an urgent situation. This may include nights, weekends or holidays.

Employees assigned to standby duty are guaranteed standby pay for two (2) hours pay at the regular straight time rate for each eight (8) hours of standby time assigned and scheduled. Employees on standby duty who are called to work will receive their regular pay, in addition to standby pay, with a guarantee of one (1) hour. For pay purposes, time worked begins when an employee leaves home to report to the standby duty call and ends when they return home, based on a reasonable commuting time as determined by the city. An employee who is on standby duty and fails to respond to a call will forfeit the standby pay and may be subject to disciplinary action.

### **1.35 COMMUNICATION DEVICES**

The city recognizes that some employees are assigned communication devices such as cell phones, beepers, laptops and other devices that extend the employee's communication with the workplace. All related issues shall be determined by the department director based on their operational needs.

All forms of texting on cell phones are prohibited, with the exception of transitory messages reasonably necessary during a declared emergency. In the event of a declared emergency, texting shall be of a transitory nature. Transitory is defined by the Florida Department of State as "records that are created primarily to communicate information of short-term value." Examples of transitory messages are provided in the Records Schedule, which can be obtained from your Records Coordinator. "Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt."

Any use of a communication device (whether issued by the city or personally owned) by a city official to conduct city business must be compliant with Florida Statutes Chapter 119 and the city's Information Technology Usage Policy.

### **1.36      OUTSIDE EMPLOYMENT**

The city would prefer that employees not obtain employment in addition to working for the city, although the city realizes that it may be necessary in some situations. The employee's first obligation is to the city, including regular and additional work hours, and meeting required attendance.

No employee of the city shall engage in any other employment, unless, and until, such employee has requested and been issued written permission. The employee desiring permission shall complete an outside employment request form stating the specific employment request with appropriate reason and submit it to their supervisor for signature. Upon approval by the supervisor, the form must then be forwarded to the department head. The department head shall review this matter with the employee and if recommended by the department head, shall be forwarded to the director of administrative services and the city manager for approval. The authorization issued shall name the individual and shall state and describe the employment, which has been approved for such employee.

No person employed by the city shall accept employment during off-duty hours wherein, because of the employee's position with the city, they could exercise unfair advantage over others engaged in the same occupation but not in the city's employ. Further, no person employed by the city shall accept or engage in off-duty employment to the extent that the same would tend to impair such person's capability, mental or physical, in the performance of their assigned duties with the city.

Employees injured or rendered incapable of performing assigned duties while engaged in off-duty employment shall be suspended from paid status until such time as the employee shall produce a written physician's statement certificate to the effect that they are physically capable of returning to regular duties with the city.

Any employee who shall disregard or violate these Procedures and Rules may be subject to disciplinary action.

### **1.37      SMOKING**

Smoking in the workplace is prohibited in accordance with Florida state law. Employees wishing to smoke must do so in an authorized outdoor smoking area as designated by the city during their scheduled break.

Employees will make every effort to minimize the use of tobacco when they are actively engaged in dealing with the public. Use of tobacco is prohibited in any vehicle owned, leased, or rented by the city or where prohibited by law. Tobacco in any form includes, but is not limited to cigars, cigarettes, pipes, snuff, and chewing tobacco.

### **1.38 E-MAIL/INTERNET POLICY**

In order to facilitate communications within the city, a computer network system has been installed that includes an e-mail capability and Internet connection. Employees are responsible for compliance with the City's administrative policies regarding Internet access and e-mail and non-compliance may lead to disciplinary action.

### **1.39 TRAINING**

The city offers various methods of training for all employees. Employees should discuss training opportunities with their supervisor to maximize their potential. Once an employee is scheduled for training, it is imperative that the employee attends as scheduled and brings these new skills back to the workplace for effective utilization and implementation. Employees will be held accountable for this training and their performance shall be indicated on the employee's performance evaluations.

### **1.40 ACCIDENTS**

If an accident occurs on city property or involving any city equipment/operations, whether to employees or visitors, employees must immediately refer the matter to their supervisor, regardless of how insignificant the accident may appear. This procedure is necessary in order to provide immediate medical aid to an injured person and to facilitate a full and prompt report to the city's risk management division. If the accident involves visitors, employees should not make any statements to the injured person as to their opinions on the cause of the accident; instead, report the complete circumstances to risk management on the appropriate forms. All accidents shall be reported to risk management without delay.

### **1.41 CITY PROPERTY AND EQUIPMENT**

Employees are responsible for all city equipment in their care, custody, and control. All city property assigned to an employee must be returned upon separation of employment or transfer of duty. Damage to city property caused by actions not contained in the employee's job description or due to negligence on behalf of the employee may result in disciplinary action.

### **1.42 DRESS CODE, UNIFORMS AND APPEARANCE**

City employees must dress in an appropriate manner. The city provides uniforms and/or special clothing to certain employees based on department operational needs. This can include uniforms, clothing, footwear and accessories. When these items are provided, it is required that they be worn as both a matter of appearance and safety. The initial issue of uniforms, clothing and footwear, as well as the replacement of these items due to normal wear or irreparable damage resulting from the performance of official duties, may be furnished to city employees whose jobs require specific identity, or based on operational needs, subject to prior approval of the city manager.

Clothing which does not require approval of the city manager may be furnished to certain city employees including outer protective garments, such as smocks and aprons, which are worn over personal clothing, may be furnished to employees who work under conditions where their personal clothing is exposed to excessive soilage or wear due to the nature of the job. Other apparel may be provided for employees working in special areas as required on an occasional or as-needed basis. Protective personal equipment may be furnished to employees who perform duties with special hazards.

All uniforms, clothing and footwear shall be returned to the department when the employee separates from employment or moves to a position that does not require such items.

The city reserves the right to determine whether an employee is dressed in an acceptable manner. If the city decides that an employee's dress is inappropriate for business, the city may require the employee to return home and change.

### **1.43 POLITICAL ACTIVITIES**

No city employee shall participate in any political activity including the solicitation of contributions during working hours. At no time will an employee display in their work area any type of literature or signage that might be construed to support a particular candidate. Violation of this policy may be subject to disciplinary action.

### **1.44 IDENTIFICATION CARDS**

All employees will be issued a City of Venice identification card upon employment and must carry this card when working. Upon separation of employment, employees must turn in their identification card to the administrative services department. Employees will be issued a maximum of one identification card per calendar year. Any replacements beyond this limit will be subject to disciplinary action unless the employee can show evidence that the loss was beyond their control.

### **1.45 SOLICITATION**

Unless approved by the city manager, solicitation and distribution of literature by employees on city property during working time, which in any way interferes with housekeeping, work production or service to citizens, is prohibited.

### **1.46 SUBPEONAS**

Employees may occasionally receive a subpoena concerning a city related legal matter. In most cases, the subpoena will instruct the employee to either appear for a deposition or to produce certain specified documents. Upon receipt of a subpoena, all employees shall immediately provide a copy of the entire subpoena to the director of administrative services and the city attorney. The city attorney will review the subpoena and contact the employee involved and advise them of the required response. No response to the subpoena should be made until the city attorney has

reviewed the subpoena and advised the employee accordingly. This procedure applies to all subpoenas received by an employee concerning a legal matter involving the city, except for subpoenas issued in a criminal case and directed to a law enforcement officer. Failure to comply with this section will result in disciplinary action.

#### **1.47 THREATS OF LITIGATION**

Any employee who receives any kind of notice with the intent of litigation shall provide a copy to the city manager, the director of administrative services, the city attorney, and the city clerk. In addition, if an employee receives such a notice, they must inform their department head immediately. All copies should be sent with a transmittal letter, since the transmittal of such a document should be noted for the city records. Discretion should always be used and citizen concerns should try to be resolved at the department level. However, any legal threats, especially those in writing from a law office, should be dealt with by the above outlined actions.

#### **1.48 CITY POLICIES AND PROCEDURES**

Employees are required to comply with all city policies and procedures as may be established by the city.

## **SECTION TWO: BENEFITS OF CITY EMPLOYMENT**

### **2.1 ACCESS TO GROUP HEALTH INSURANCE**

The mayor, councilmembers, city manager, city clerk, full time city employees and eligible part time employees are eligible to participate in the City of Venice Group Health Insurance Program.

Eligible individuals may select individual coverage, individual and one dependent coverage, individual and family coverage or no coverage. The schedule of benefits and the effective date of coverage shall be determined by the plan documents.

The mayor and councilmembers who elect to participate in the city's Group Health Insurance Program shall be required to pay the fully funded rate for their health insurance coverage without subsidized premiums from the city.

Non-Bargaining individuals who elect to participate in the City's Group Health Insurance Program shall pay the city the following premium contribution:

Effective January 1, 2014, a participating employee shall pay the following monthly premium contribution by payroll deduction based on the following scale for employee (single) health insurance coverage and the latest available actuarially-determined fully-funded rates:

For individual coverage:

Base Salary

Less than \$37,260	=	6% of the individual fully-funded rate
\$37,260-\$47,610	=	11% of the individual fully-funded rate
\$47,611-\$57,960	=	22% of the individual fully-funded rate
More than \$57,960	=	26% of the individual fully-funded rate

For individual and one dependent coverage:

The individual coverage amount plus an additional 17% of the individual plus one fully-funded rate.

For individual and family coverage:

The individual coverage amount plus an additional 13% of the family fully-funded rate.

If an individual has a written employment agreement with the city that provides for a different premium contribution, the written employment agreement provision shall govern. If an individual is subject to a collective bargaining agreement with the city that provides for a different premium contribution, the collective bargaining agreement provision shall govern.

### **2.2 VACATION LEAVE**

Vacation with pay is one of the ways the city shows appreciation to employees for their length of service and good work. Employees shall accrue paid vacation leave beginning on their date of hire in accordance with the requirement of being on paid status for at least eighty (80) hours in any

month. Vacation accrual is based on the employee's length of service according to the following schedule:

Non-management:

<u>Length of Service</u>	<u>Amount of Paid Vacation</u>
1 year through 7 years	8 hours per month
8 years through 12 years	12 hours per month
13 years or more	16 hours per month

Management:

<u>Length of Service</u>	<u>Amount of Paid Vacation</u>
1 year through 5 years	8 hours per month
6 years through 10 years	12 hours per month
11 years or more	16 hours per month

Vacation leave shall be accumulated by an employee at the end of the month for any month in which they are on paid status for at least eighty (80) hours. For the purpose of this section, paid status includes vacation leave, holiday pay hours, sick leave, compensatory time and supplemented workers compensation.

Vacations must be scheduled through the employee's supervisor and department head based on operational needs. If a designated holiday falls within a vacation period, holiday pay will be utilized for that day. As an incentive to take vacation time off, employees must take at least one-half of the number of hours earned each year or risk losing vacation leave not utilized. In addition to accruals from previous years, employees are allowed to carry-over no more than one-half of their accrued time from the current calendar year. Employees will be notified near the end of the year if they appear to be at risk of losing accrued time. Only extenuating circumstances documented and approved by the department head and the director of administrative services will result in an exception to this policy.

Employees who are who are covered under a collective bargaining agreement and who separated for any reason will receive pay for any vacation that has been earned but not used. For each non-bargaining employee who is separated for any reason, in lieu of such payment directly to the employee, the city, on behalf of the non-bargaining employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 100% of final vacation leave pay into the City of Venice non-bargaining retirement plan or other similar plan. Final vacation leave pay is defined as the number of vacation leave hours earned but not used multiplied by the employee's straight hourly rate or equivalent at the time of termination as determined by the finance department.

Vacation Cash-In

Employees who are covered under a collective bargaining agreement and that accumulate more than two hundred eighty (280) hours for non-management (or four hundred eighty (480) hours for management/supervisory employees) in any one year shall be compensated at their regular straight

time hourly rate of pay for all time in excess of this maximum. Each non-bargaining employee who accumulates more than two hundred eighty (280) hours for non-management (or four hundred eighty (480) hours for management /supervisory employees) in any one year shall be compensated at 50 % of their regular straight time hourly rate of pay for all time in excess of this maximum. The city, on behalf of the non-bargaining employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 50% of excess vacation leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Excess vacation leave pay for this section is defined as the number of vacation leave hours in excess of 280 hours for non-management employees or 480 hours for management/supervisory employees in any one year multiplied by the employee's regular straight hourly rate or equivalent as determined by the finance department. Any payments made directly to the employee shall be made within the first payroll period in December of each year.

### **2.3 PAID HOLIDAYS**

The City of Venice observes a number of official paid holidays each year. The normal paid holiday schedule is as follows:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

Holidays falling on weekends will be observed on designated days that may be changed to coincide with business considerations at the discretion of the city manager. To be eligible for holiday pay, the employee must be on paid status. For the purpose of this section, paid status includes vacation leave, sick leave, compensatory time and supplemented workers compensation. An employee may not be entitled to be paid for any holiday in which they are absent either the day before or after the holiday without advance notice or unless satisfactory evidence of illness is furnished to the employee's supervisor.

### **2.4 SICK LEAVE**

In order to help protect employee income in the time of illness, the city provides employees with a sick leave program. Under this benefit, employees accumulate eight (8) hours of sick leave at the end of the month for any month in which they are on paid status for at least eighty (80) hours.

For the purpose of this section, paid status includes vacation leave, holiday pay hours, sick leave, compensatory leave and supplemented workers compensation.

Sick leave may be used for illness, disability or related conditions. Sick leave may be used to cover absences made necessary by illness in an employee's immediate family. For the purpose of this section, the employee's immediate family is defined as the employee's spouse, father, mother, son, daughter, stepchild or as determined by the director of administrative services.

Sick leave is a privilege, and therefore must be used only for legitimate illness. When an employee is ill and cannot report for work, the employee or a family member must notify the employee's supervisor no later than the time the employee is regularly required to report to work. If an employee fails to contact their supervisor, the leave will be considered unauthorized leave and may result in the loss of sick leave pay. The city reserves the right to require a written physician statement as proof of illness for receipt of sick leave benefits.

Sick leave benefits may not be granted if it is requested for scheduled workdays just before or after holidays or vacations unless satisfactory evidence of illness is furnished to the employee's supervisor. Employees, who become ill on their scheduled vacation, may utilize sick leave benefits in lieu of vacation leave with proof of physician's certification referencing the duration of the illness.

Sick leave benefits may not be abused. Employees who abuse sick leave will be subject to disciplinary action. Any use of this privilege, except for legitimate illness or disability, will be treated as falsification of time records and subject to immediate disciplinary action. Examples of sick leave abuse include the following:

- Regularly taking one or two sick leave days each month.
- Creating a pattern by taking sick leave before or after weekends, the first or last day of the normal workweek, if the workweek is other than Monday through Friday, and/or before or after a holiday and/or a vacation.
- Calling in too ill to perform normal duties but not too ill to do other things.
- An employee telling co-workers of a plan to take a day off, and then calling in sick that day.
- Being employed for six (6) months or more and having minimal sick leave accumulated.

#### Sick Leave Value

The city will document in each non-bargaining employee's personnel file the number of hours of each employee's sick leave accrual as of September 30, 2013. From October 1, 2013 onward, only these documented hours may be used for the purposes of cash-ins as described below. Hours accumulated from October 1, 2013 onward may be used as described above but will have no cash-in value. Hours used from October 1, 2013 onward will be drawn from the bank of hours accumulated before October 1, 2013.

### Sick Leave Incentive/Cash-in Policy

As an incentive to limit abuse of sick leave, up to 90 days (equivalent to 720 hours) of sick leave may be accumulated at which time employees who are covered under a collective bargaining agreement may cash-in up to 30 days (equivalent to 240 hours) as follows:

- Employees hired before 10/1/1993 will receive 50% of their current straight hourly rate
- Employees hired on or after 10/1/1993 will receive 25% of their current straight hourly rate

The employee who is covered under a collective bargaining agreement must request this cash-in on the city-approved form, and the city shall endeavor to process payment during the next available pay period. Employees who are covered under a collective bargaining agreement and who are separated for any reason will receive payment for any unused sick leave pursuant to their hire date and the above outlined percentages. Non-bargaining employees that accumulate more than seven hundred and twenty (720) sick leave hours in any one year shall be compensated at 50% of the following:

- Employees hired before 10/1/1993 will receive 50% of their current straight hourly rate
- Employees hired on or after 10/1/1993 will receive 25% of their current straight hourly rate

The payments to the employee shall be made within the first payroll period in December of each year.

In addition, the city, on behalf of the non-bargaining employee, in addition to such payment directly to the employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 50% of excess sick leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Excess sick leave pay for this section is defined as the number of sick leave hours in excess of 720 hours in any one year multiplied by the employee's regular straight hourly rate or equivalent as determined by the finance department, and multiplied by 50% for employees hired before 10/1/1993 or 25% for employees hired on or after 10/1/1993.

For each non-bargaining employee who is separated for any reason, in lieu of such payment directly to the employee, the city, on behalf of the non-bargaining employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 100% of final sick leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Final sick leave pay is defined as the number of sick leave hours multiplied by the employee's straight hourly rate or equivalent at the time of separation as determined by the finance department multiplied by 50% for employees hired before 10/1/1993 or 25% for employees hired on or after 10/1/1993.

## **2.5 DISCRETIONARY LEAVE ISSUES**

### **Donation of Leave**

Employees may elect to voluntarily donate either sick or vacation leave on a case-by-case basis upon approval by the director of administrative services. The donated time may only be utilized as sick leave for serious medical conditions that have been approved as FMLA related. An employee may elect to donate a maximum of forty (40) hours to each eligible receiving employee per calendar year. The employee receiving the donated time must utilize all their leave accruals (compensatory, sick and vacation) prior to utilizing any donated time. Any donated time not subsequently needed/used as sick leave will be returned to the appropriate accrual bank of the donor involved.

### **Emergency Request**

In extenuating emergency circumstances, employees who are covered under a collective bargaining agreement may request payment of leave accrued on a case-by-case basis, taking into account the nature of the designated emergency and the departmental budget. The employee who is covered under a collective bargaining agreement must specify the nature of the emergency condition and submit the request to their department head for initial recommendation. If the department head determines that the funds are available in the department budget and it is a bona fide emergency, the request will be forwarded to the director of administrative services and the city manager for approval. Payment will be based on the cash-in options within these procedures and rules for employees who are covered under a collective bargaining agreement.

In extenuating emergency circumstances that would qualify as a hardship distribution under the IRS regulations 401(k), non-bargaining employees may request payment of leave accrued on a case-by-case basis, based on the cash-in options within these procedures and rules for non-bargaining employees in section 2.2, vacation leave and section 2.4, sick leave, taking into account the nature of the designated emergency and the departmental budget. The non-bargaining employee must specify the nature of the emergency condition and submit the request to their department head for initial recommendation. If the department head determines that the funds are available in the department budget and it is a bona fide emergency, the request will be forwarded to the director of administrative services and the city manager for approval.

### **Community Service**

Upon prior written approval by the director of administrative services and the city manager, employees may request leave with pay for authorized community service activities.

## **2.6 LEAVE WITHOUT PAY**

Employees may request a leave without pay for up to one year for the purpose of furthering the employee's education. Such requests must be submitted in writing and approved by their department head, the director of administrative services, and the city manager. The decision to grant a leave without pay is a matter of administrative discretion.

Failure to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for termination. Leave of absence without pay shall cause the anniversary date to be deferred for an equivalent length of time.

An employee returning from an approved leave of absence shall be entitled to return to employment at an available job in their former position, classification, or a position comparable in duties and pay. If a position as described is not available, the employee shall be considered for the next available opening for which they are the most qualified, which may be a different job at a different pay rate. Employees who refuse a job offer, even if it is a different job at a lower pay rate, will be separated.

## **2.7 JURY/WITNESS DUTY**

If an employee is summoned for jury duty, or must appear in court as a witness, their supervisor must be notified as soon as possible. While serving on a jury, the employee will be placed on leave with pay and may retain any jury duty fees received. If an employee is called for jury duty but performs jury duty for only a portion of the regularly scheduled workday, they must report to work as soon as released.

If an employee is subpoenaed in the line of duty to represent the city as a witness or defendant, their appearance in such case shall be considered part of their job assignment, and therefore regular pay will apply. Employees who appear as a witness in court not involving personal litigation will receive the same benefit as jury duty, but must remit any witness fees to the city. In no case shall leave with pay be granted for court attendance when the employee is engaged in personal litigation.

## **2.8 BEREAVEMENT LEAVE**

Employees shall be granted time off with pay to arrange the funeral of and/or pay final respects to an immediate family member. Such time off will not exceed three (3) consecutive working days. In the case of multiple deaths or if out of state travel is required, such leave shall not exceed six (6) consecutive working days. Funeral leave shall not be charged to vacation, compensatory time, or sick leave. For the purpose of this section, the employee's immediate family is defined as the employee's spouse, father, mother, son, daughter, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or as determined by the director of administrative services. The employee shall provide the department head with proof of death in their immediate family as defined before compensation is approved.

## **2.9 VOTING TIME**

Employees who are required to work during the entire period that voting polls are open shall be granted adequate time off, with pay, in which to vote. Where possible, employees will be encouraged to take advantage of early voting opportunities.

## **2.9a POLL WORK**

Subject to department director and city manager approval, an employee qualified to do so may work the polls on Election Day in Sarasota County and be paid by the City of Venice for regularly scheduled hours at regular rate of pay.

## **2.10 MEETINGS AND CONFERENCES**

In cases where it is deemed to be beneficial to the city, an employee shall be granted leave with pay to attend such meetings or conferences as may contribute to the effectiveness of their employment and/or city operations. Travel expenses shall be in accordance with city travel procedures.

## **2.11 MILITARY SERVICE**

### Active Duty

Employees who are inducted into the United States Armed Forces must show their orders to their supervisor as soon as they are received. During the first thirty (30) days on active military duty, activated employees will receive their city regular base pay and benefits in addition to their military base pay. After the initial thirty (30) days on active duty, if the military base pay is less than the city regular base pay, the city will pay the difference to the activated employee for the duration of their term of active duty. The employee will be required to provide official documentation of their compensation from the military, including any increases or decreases, which may occur during their term of active duty.

Insurance benefits will continue as if the employee were still actively employed with the city, subject to the terms and conditions contained in applicable policies and plan documents. If the employee elects to continue family/dependent group health insurance coverage or any of the other available options while on active duty, the employee will continue to be responsible for the associated premium payments, in accordance with the procedures set up for that purpose.

The city will continue to contribute, on an actuarial basis, the city's share to the applicable pension plan. If the employee is a member of a pension plan that requires their contribution, the employee will contribute based on the amount of pay received pursuant to this section. The activated employee's vacation and sick leave accruals will be frozen, and will not continue to accrue while the employee is on active duty. Activated employees are entitled to keep all seniority rights and their seniority continues to accrue while they are away from work.

All regular employees returning from active service are eligible for re-employment in the same position they left (or a similar one in terms of status, pay and with accrued seniority), under the following conditions:

- Individual must receive an honorable discharge.
- Individual must still be qualified to perform the job duties. If the individual needs to practice job skills, a reasonable time will be granted as determined by the city manager. In the event an

individual is not qualified for their former position (required job skills have changed or the individual has a disability which precludes them from performing the essential functions of the position), then the individual will be allowed to attempt to qualify for a similar job.

- Individual being reinstated must complete employment medical examination or drug screening applicable for the position.
- If the city's circumstances have changed and the position no longer exists, then the veteran may apply for any other open positions.
- Individual must apply for re-employment within the applicable timeframes listed below: (a) For periods of military service of 1 to 30 days, they must return by the beginning of the following first regularly scheduled workday with allowance for safe return travel; (b) For periods of military service of 31 to 180 days, they must apply for re-employment no later than 14 calendar days after the completion of their service; or (c) For periods of military service 181 days or more, they must report to work no later than 90 calendar days after the completion of their military service. All of these periods are extended to two years if the individual is hospitalized or slow to return to health because of an injury incurred or aggravated during military service.

#### Reserve or National Guard Training Leave

If an employee is a member of the Reserve, National Guard or other reserve component of the Armed Forces of the United States and called upon for training, the first seventeen (17) days of military leave will be considered paid leave in any one calendar year. The employee should give their supervisor as much advance notice as possible of the intent to be away. The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty. Such order or statement must accompany the formal request for military leave.

### **2.12 MEAL PERIODS**

Each city employee receives a designated meal period during each work shift. The amount of time for meal periods may vary for some positions, depending on the job duties of the position, the employee's total scheduled hours and the needs of the department. This meal period time is the employee's and may be used as they see fit. Employees are not permitted to accumulate meal periods in order to leave work early, or to extend daily meal periods, unless approved in advance by their supervisor.

### **2.13 REST BREAK**

Each employee is allowed one fifteen (15) minute paid rest break for each one-half shift worked. A one-half shift is generally regarded as four (4) hours. Employees who smoke must do so in designated areas and only during regular lunch periods or break periods. The fifteen (15) minutes must be taken at one time and may not be broken up into smaller segments or accumulated to take later.

## **2.14 WORKERS COMPENSATION**

Employees who are injured while at work will receive certain benefits under Florida Workers Compensation Statutes. These benefits normally include the cost of medical attention as well as a certain percentage of weekly income for a specified number of weeks.

Employees, who become injured on the job, must immediately report it to their supervisor so that proper medical attention can be provided and ensure that the workers compensation claim is filed properly. It is the employee's responsibility to report all workers compensation claims as directed by Risk Management. In the event the employee is unable to report to work, even temporarily, the employee must provide written notice from the attending Workers Compensation physician within two city hall working days. Employees shall return to duty at the earliest possible date.

An employee may be eligible to return to active employment after the employee's attending physician issues a statement that the employee can return to duty. This statement will include a description of any limitations to be placed on the employee. If the employee is not eligible to return to full duty, the employee's eligibility will then be considered by the director of administrative services.

### **Light Duty/Return to Work Program**

An employee may be eligible to return to active employment after the employee's attending physician issues a statement that the employee can return to light duty. This statement will include a description of any limitation to be placed on the employee. The employee's eligibility will be considered by the director of administrative services. If a light duty assignment is available and approved, the employee will be deemed eligible for early return-to-work status and offered a light duty position. Each light duty assignment will be monitored and may be discontinued for any reason at the discretion of the director of administrative services. An employee who does not cooperate will be subject to workers compensation statutes and may be subject to loss of benefits.

### **Supplemented Workers Compensation**

When an employee is placed on workers compensation, the employee may elect to supplement their lost time workers compensation pay with compensatory time, sick leave or vacation leave up to their pre-workers compensation rate of pay. This is voluntary and the employee must request this supplemented workers compensation in writing to the director of administrative services. When an employee elects to utilize this provision, the supplemented workers compensation shall be considered paid status for the accrual of sick and vacation leave.

Employees who are absent from work due to workers compensation injuries may be eligible for Family and Medical Leave.

## **2.15 EMPLOYEE EDUCATION PLAN**

If an employee attends a school, course of study, or takes a correspondence course, they may be eligible to receive educational related expenses if it is a work related subject. The employee must complete the proper tuition agreement and receive advance approval from the department head,

director of administrative services and city manager. Employees must complete the course with at least a “C” average and must work for the city at least one year after finishing, otherwise, the employee must reimburse the city.

## **2.16 EMPLOYEE SUGGESTIONS**

Employees are encouraged to provide the city with suggestions and comments about policies and programs. Suggestions of any nature are welcome. Suggestions may be discussed at departmental meetings or given to supervisors for submission to management.

## **2.17 EMPLOYEE RECOGNITION PROGRAMS**

The city is proud to sponsor employee recognition programs for employees who go beyond expectation in providing excellent service, demonstrating significant self-initiative and exemplary behavior in an area of a routine task as related to customer service, dedication, and use of initiative in assistance to others.

### **Bravo for Ultimate Service (BUS) Program**

The Bravo for Ultimate Service program is an excellence in performance program using the BUS acronym that was initiated by city council’s expectation that employees are expected to serve the public with **PRIDE** by being **P**roductive, **R**esponsible, **I**nnovative, **D**edicated, and **E**thical. The program focuses attention on the **PRIDE** initiative by providing rewards to those city employees who demonstrate this exemplary behavior. It is a multi-faceted reward program with the intent of providing opportunities for participation to employees in varying responsibility levels and job assignments. The program will be overseen by the **PRIDE** Committee, appointed by the city manager.

## **2.18 LONGEVITY RECOGNITION**

The city is proud of the long-term commitment made by employees. Therefore recognition is given to those employees as they reach anniversaries in increments of five years with the city.

## **2.19 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City of Venice recognizes that employees may have personal problems that greatly affect their quality of life and may also affect their job performance. Therefore, this Employee Assistance Program has been adopted as a practical and constructive mechanism for dealing with personal problems that affect the work environment, or as an aid to those employees and immediate family members who voluntarily wish to use the program. While the city has no intention of interfering in an employee’s private life, it will be the policy of the city to help when an employee’s job performance is affected on a continuing basis, or when an employee requests help. Referral and participation in this program will be strictly confidential. Any and all information shared during the counseling process shall not appear in an employee’s personnel records or affect their potential job placement.

The Employee Assistance Program is available to all full time employees and members of their immediate family. For the purpose of this section, immediate family is defined as those family members that would qualify as dependents under the city's insurance plan document.

#### Voluntary Referral

A voluntary referral is initiated by an employee who is interested in obtaining professional assistance to address a problem that could affect job performance or their quality of life.

#### Mandatory Referral

A mandatory referral may be initiated by the supervisor of a subordinate employee when job performance is beginning to deteriorate, or beginning to exhibit behavior that is inappropriate to the workplace. When this instance arises, the supervisor should contact the director of administrative services who will contact the EAP provider and establish a mandatory referral. If the employee fails to attend the EAP sessions established under a mandatory referral they will be subject to disciplinary action up to and including dismissal.

### **2.20 RETIREMENT**

For the purpose of providing notice, retirement shall be governed by all provisions of section 1.17 RESIGNATION. The city has no mandatory retirement age. Employees who decide to retire are requested as a courtesy to provide the city at least six months notice. The purpose of this advance notice is to give management enough time to process the administrative matters related to retirement, such as the employee's retirement account, insurance, social security and other related items.

Employees who are participating in the city's health insurance plan at the time of their retirement from the city shall be given a onetime option of continuing to participate in the health insurance plan. Continued participation may include the employee's eligible dependents. The employee shall have 30 calendar days from the effective date of his termination from city employment within which to notify the administrative services department in writing that he has exercised his option to continue participation. The cost of any such continued participation shall be determined solely by the city. In order to be eligible for such continued participation, the employee must retire under a state retirement system or a state optional annuity or retirement program or be placed on disability retirement and begin receiving retirement benefits immediately after retirement from the city.

The city is committed to helping employees make the transition to retirement; therefore, employees should contact the director of administrative services for additional information regarding services available.

### **2.21 RETIREMENT PLAN BENEFIT**

The city shall maintain a City of Venice non-bargaining retirement plan maintained under section 401(a) of the internal revenue code, or other similar plan for employees that are in positions that

are not covered by a collective bargaining agreement (non-bargaining employee). For purposes of this section, city council and the mayor are not included in the definition of a non-bargaining employee.

It is the intention of the city to make an annual contribution to the non-bargaining retirement plan based on the financial condition of the city on behalf of each participating non-bargaining employee. The amount of the annual contribution by the city will be determined by city council based upon its sole discretion. In addition, the city shall make contributions for excess leave accruals and final vacation/sick leave accruals on behalf of participating employees.

## **2.22 SURVIVING SPOUSES AND DEPENDENTS OF DECEASED RETIREES**

Surviving spouses and dependents of retirees who are participating in the city's health insurance plan at the time of the retiree's death shall be allowed to continue their participation in the city's health insurance plan, subject to plan dependent eligibility criteria and provided that they continue to pay the corresponding premium (contribution rate). Contribution rates for the surviving spouse and dependents will be assessed on the basis of individual coverage (for one person) or individual and one dependent coverage (for two people) or individual and family coverage (for three people or more). Any unborn child of a deceased retiree shall, upon birth and subsequent satisfaction of plan enrollment requirements, be entitled to participate in the city's health insurance plan upon payment of the corresponding premium (contribution rate).

## SECTION THREE: EMPLOYEE SAFETY MANUAL

### INTRODUCTION

As a municipality the City of Venice is not subject to OSHA jurisdiction. However, when making decisions relating to employee safety, the city looks to OSHA standards as being best industry practice.

It is the express intent of the City of Venice to comply with all laws, rules and regulations relating to the delivery of all city services, including those pertaining to the health and safety of its employees and the public. It is the objective of the City of Venice to promote and operate an overall safety program that will keep frequency and severity of employee injuries to an absolute minimum.

This Employee Safety Handbook is intended to be an easy-reference guide for employees, covering common key safety issues and is not intended to be an exhaustive reference document. Other safety policies and rules may be in place on a city-wide, departmental or division level. Safety policies or rules as stated in this manual should not be construed to supersede those. For example; if an employee's job involves a particular hazard such as exposure to asbestos, blood borne pathogens, confined space entry, or other such hazards, the employee's department/division should have specific policies/procedures covering those – employees should ask their supervisors if in doubt. Based on operational needs and other factors, employees' attendance at safety meetings may be mandatory, at the discretion of the department head.

*Note – you will see references to First Aid and recommended steps for treating various injuries throughout the text. In all cases, the wording is not supposed to be a substitute for advice or treatment given by a medical professional.*

### **3.1 MANAGEMENT COMMITMENT AND INVOLVEMENT**

#### **POLICY STATEMENT**

The management of the City of Venice is strongly committed to the safety and welfare of its employees. The safe way to perform a job is the only acceptable way to perform it. Employees should report unsafe conditions, not perform work tasks if the work is considered unsafe and report all accidents, injuries, and unsafe conditions to their supervisors. The city pledges that no such report will in and of itself result in retaliation, penalty, or other disincentive. Furthermore, management commits that employee recommendations to improve safety and health conditions will be given thorough consideration, and that top priority will be given to attempting to provide the financial resources for the correction of unsafe conditions.

### **3.2 RESPONSIBILITIES**

#### **Department Heads**

Department heads shall be primarily responsible for the safe operation of their departments. The Department head should ensure the safety of each employee in assigned duties while maintaining the efficient operation of departmental functions.

#### **Supervisors**

An employee's first line supervisor has the primary responsibility for the implementation of defined safety policies established by city management, department heads, and the City Safety Committee. Supervisors are expected to exercise good judgment and err on the side of caution when considering employee safety. Supervisors should be able to direct employees to specific safety policies that affect employees under their supervision where they exist.

#### **Employees**

City employees are expected to follow all safety procedures communicated to them. This cooperation is needed to ensure protection of employees, city equipment, city buildings, privately owned property and the citizens of our community. Employees are encouraged to detect and report to supervisors any hazardous conditions, practices and behaviors, and to make suggestions for their correction. Employees are expected to exercise common sense and caution as they undertake their assigned duties as well as following safety policies and procedures.

### **3.3 CITY SAFETY COMMITTEE**

#### **Organization**

A City Safety Committee has been established comprising representatives of each union and a corresponding number of management employees to recommend improvements to the city's overall safety program and to identify corrective measures needed to eliminate or control recognized safety hazards.

### Responsibilities

The City Safety Committee determines the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The City Safety Committee will be responsible for assisting management in reviewing and updating workplace safety policies and procedures based on accident/incident investigation findings, any inspection findings and employee reports of unsafe conditions or work practices. They will also be responsible for accepting and addressing complaints and suggestions from employees.

The City Safety Committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence.

The City Safety Committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation through continuous improvements to the workplace safety program.

City Safety Committee representatives will assist management in monitoring workplace safety education and training to ensure that appropriate training is in place, that it is effective and that it is documented.

### Meetings and Minutes

The City Safety Committee will meet at least quarterly. The minutes of City Safety Committee meetings will be distributed to all employees as soon as possible after each meeting.

*Note – the existence of the City Safety Committee does not preclude the formation and operation of other safety committees to act at departmental/division levels as determined necessary or desirable by departments/divisions.*

## **3.4 SAFETY TRAINING**

### General Safety Orientation

General safety orientation will be delivered as soon as possible after commencement of employment. As part of new employee orientation, employees will be given a short safety presentation by an administrative services department representative and will be given a copy of the Employee Safety Manual.

### Job-Specific Training

Due to group scheduling, general safety orientation may take place sometime after a new employee has already started work. Therefore, it is particularly important that supervisors initially train employees on how to perform assigned job tasks safely.

1. Supervisors will carefully review with each employee the specific safety policies and procedures that are applicable.
2. Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
3. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
4. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
5. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

#### Periodic Retraining of Employees

Employees will be retrained periodically on safety policies and procedures as required. Individual employees may be retrained at any time, including but not limited to after the occurrence of a work-related injury caused by an unsafe act or work practice and when a supervisor observes employees displaying unsafe acts, practices or behaviors.

*Note – The city has a stock of training videos available, and enjoys access to many more through its insurance carriers.*

### **3.5 ACCIDENT INVESTIGATION**

#### Accident Investigation Procedures

An accident investigation should be performed by the supervisor at the location where the accident occurred. The administrative services department is responsible for verifying that the Supervisor's Accident Investigation Report Form is filled out completely by the supervisor before forwarding a copy (in the case of vehicle accidents) or a narrative omitting employee names (in the case of employee injury) to the City Safety Committee for review and follow up as appropriate. The administrative services department is available to assist in the investigation of any accident, however minor.

*Note - in all cases of employee injury, per Workers' Compensation Claim Kit instructions the supervisor should contact administrative services as soon as possible to report the injury. This will allow administrative services to investigate as necessary.*

### **3.6 DOCUMENTATION AND RECORDKEEPING PROCEDURES**

The administrative services department will control and maintain all employee accident report records and City Safety Committee records per the city's records retention policy. No medical records relating to workers compensation claims should be maintained in other departments. In conjunction with the City of Venice, the city's workers' compensation third party administrator maintains records relating to workers' compensation claims.

### **3.7 SAFETY POLICIES AND PROCEDURES**

It is the intention of the City of Venice to provide employees with safety training and instruction as necessary to deliver city services safely. These safety policies and procedures are intended not to replace this training but rather to augment it and give employees guidance in their daily work. Employees are encouraged to review and follow these, and use good common sense in carrying out assigned duties. Not all policies and procedures stated here will apply to all employees, as some are job-specific. As stated in the introduction, this Employee Safety Handbook is intended to be an easy-reference guide for employees, covering some common safety issues and not an exclusive all-encompassing document. Other safety policies and rules may be in place on a city-wide, departmental or division level. Safety policies or rules as stated in this manual should not be construed to supersede those.

#### **Procedures for Reporting Accidents**

*Note – in case of emergency, do not stop to worry about city rules and regulations - seek care immediately by dialing 911 or having someone else dial 911.*

#### **Injuries to Employees:**

In event of accident or injury an employee should:

1. Notify his/her supervisor as soon as possible.
2. If necessary, allow first aid treatment to the injury or wound as appropriate.
3. If necessary, proceed with a workers' compensation claim.

#### **Damage to City Vehicles:**

1. If a city vehicle is involved in an accident, employees should contact their immediate supervisor and the police. The supervisor should complete and submit to the administrative services department an Auto Loss Notice to account for damage and a Supervisor's Accident Investigation Report Form.
2. Drivers of city vehicles shall ensure that whenever an incident occurs, (e.g. a breakdown, traffic crash or vandalism), their immediate supervisor should be notified immediately. The operator of the city vehicle involved in the traffic crash shall provide all necessary information to the other party involved; however, no other information or admission of liability should be made. All traffic crashes are to be reviewed by the City Safety Committee.
3. In case of a major accident where significant damage and/or injuries have occurred, the employee's supervisor should contact the director of administrative services immediately at 941-650-0193, or another representative of the administrative services department at 941-486-2626.

*Note – employees may be required to submit to post-accident drug testing under certain circumstances per city policy.*

## First Aid Procedures

First aid kits are kept in many city facility buildings (employees should check with their supervisors for specific locations) and in many city vehicles. Many employees are trained in first aid techniques. There are many scenarios for work-related injury, not all of which can be easily anticipated. It is expected that employees apply common sense to each situation at hand. The following provide general guidance.

*Note – these instructions are not intended to be a substitute for first aid training. If someone on scene is trained in first aid, defer to him/her. If in any doubt, medical attention should be sought.*

### Wounds:

Minor – cuts, lacerations, abrasions, or punctures

Wash the wound using soap and water; rinse it well. Cover the wound using clean dressing.

Major – large, deep and bleeding

Stop the bleeding by pressing directly on the wound, using a bandage or cloth.

Keep pressure on the wound until medical help arrives.

### Burns:

Thermal (heat)

Rinse the burned area without scrubbing it and immerse it in cold water. Do not use ice water. Seek medical attention for anything more than a minor burn. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

Flush the exposed area with cool water immediately for 15 to 20 minutes. Seek medical attention.

Eye injury: (in all cases of eye injury, seek medical attention as soon as possible)

Small particles

Do not rub eyes. Use the corner of a soft clean cloth to draw particles out, or hold eyelids open and flush the eyes continuously with water using an eye wash station.

Large or stuck particles

If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with bandage.

Chemical

Immediately irrigate the eyes and under the eyelids, with water for 30 minutes. Use an eyewash station if available onsite.

### Neck and spine injury:

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary – i.e. immediate threat to victim's life.

### Heat exhaustion:

Loosen the victim's tight clothing. Give the victim sips of cool water. Make the victim lie down in a cooler place with the feet raised. Seek medical attention if necessary.

### Suspected Heart Attack: Call 911

AED's (Automatic External Defibrillators) are available in some city facilities, primarily to be used by staff with appropriate training, although they can be used with no training if necessary. Their use is not intended to be a substitute for seeking emergency medical attention for the victim. If no AED is available, have the victim sit quietly until help arrives.

## **Housekeeping**

Keep work areas and storage facilities clean, neat, and orderly.

All aisles, stairways, passageways, exits and access-ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.

Do not place supplies on top of lockers, hampers, boxes or other moveable containers at a height where they are not visible from the floor. Store heavy items below shoulder level.

When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clean and with adequate space to work in them.

When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the suspended materials.

When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.

Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to supervisors at once.

Return tools and equipment to their proper place when not in use.

Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way to minimize tripping hazards or obstruction to traffic.

Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.

Nail points, tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, etc. Nails are to be removed as soon as lumber is disassembled.

Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points. Place sharp objects into a sealed, labeled, sturdy container (i.e. cardboard box) prior to disposal.

All packing materials should be properly disposed of in order to prevent fires.

Wastebaskets are to be emptied into approved containers.

Oil and greasy rags shall be put into a designated metal container for that purpose.

Adequate lighting in obscure areas shall be secured for the protection of both employees and the public. Employees should notify their supervisors of areas with inadequate lighting.

## **Fire Prevention**

Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times. Know the location and type of fire extinguishers and how to use them.

After using a fire extinguisher, an employee should report it immediately to his/her supervisor so that a replacement may be obtained or the extinguisher recharged.

Different types of fires require different types of extinguishers. The following describes extinguisher ratings and how they should be used:

“A” rating – fires of wood, rubber, paper, cloth and plastics

“B” rating – flammable liquids, gases and greases: motor oil, paint thinner, gasoline, propane, natural gas, etc.

“C” rating – use on fires when live electrical equipment is involved to prevent possible severe electrical shock.

“D” rating – use on particular types of metal fires such as sodium and magnesium.

Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from shop building as soon as possible and in no case shall the containers be left unattended in a building overnight.

Cleaning solvents that have flammable properties shall be kept in approved safety containers. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning floors or any parts of buildings.

Gasoline used in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., shall be handled and dispersed in the smaller approved metal safety containers only. Air vents utilized must be closed upon completion of fill to prevent vapors from escaping into an area where other work being performed could cause ignition. Containers must be labeled as to their contents.

The fueling of any type of motorized equipment while the engine is running is prohibited.

When transferring flammable liquids make sure the filler nozzle touches the equipment or can being filled in order to guard against the build-up of static electrical charge.

Never overfill a tank, but rather underfill it to allow room for expansion of the liquid.

No artificial light, except UL approved flashlights will be used near escaping gasoline or other flammable vapors, or when entering an enclosure suspected of containing gas.

The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed. Fuel oil or kerosene will not be used for starting fires in stoves. Under no circumstances will gasoline be used for starting fires.

“No Smoking” shall be enforced in all areas where hazardous substances are stored or used and any other areas where posted.

Exits shall not be locked (chained or otherwise) from the inside.

All fire extinguishers must be inspected and certified annually by a licensed Florida state extinguisher company. Each department shall have a designated person to inspect fire extinguishers on a regular basis. Discrepancies shall be reported to the supervisor who shall be responsible for obtaining a replacement unit.

Only properly authorized containers shall be used to store/transport flammable liquids.

All fires should be reported to the Fire Department by dialing 911.

## **Material Handling**

Accidents can be avoided by taking time to plan ahead, using mechanical equipment whenever possible and thinking about the proper way to do the task and the proper tools to use while performing it. Back injuries are a leading cause of workers' compensation claims, especially when bending and twisting at the same time. Other injuries due to poor material handling technique are not uncommon either, such as:

- Pulls and strains while trying to move or disassemble equipment
- Bruising to legs while trying to maneuver heavy or cumbersome equipment
- Pinching or laceration injuries to fingers
- Trying to handle a load single-handed when it is a job for more than one person
- Trying to force a valve by hand when a tool would be more appropriate

### **4-Step Manual Safe Lifting Process**

#### Step 1 – Getting Ready

Size up the load. If it is too heavy or bulky, play it safe – get help.

Check the load over to remove any protruding materials such as nails, splinters, sharp edges or anything that could cause you to lose your grip such as oil or grease.

If surface is rough, wear gloves.

Be sure the path you take is clear from any obstacles.

#### Step 2 – Picking It Up

Ensure firm footing and balance and try to stand with feet about shoulder width apart, grip load firmly.

If load is below waist, bend knees to get into position, keep your back straight, stomach muscles tight and lift slowly with your legs.

Lift object or load close to the body.

#### Step 3 – Carrying It Carefully

Be sure you can see where you are going; turn your body with the direction of your feet.

Use extra care in tight places as not to injure hands and fingers.

#### Step 4 – Putting It Down

If receiving surface is about waist high, use the surface edge to take part of the load, and then push it forward.

If you must lower the load to the floor or ground, bend your knees, keep back straight, stomach muscles tight, and again, use your legs.

## **Personal Protective Equipment (PPE)**

The varieties of work operations performed by municipal employees involve potential hazards. Where necessary, employees should be provided with adequate PPE to perform assigned tasks. Care should be taken by each employee to protect themselves and others from injury by following these general rules:

### Clothing

1. The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is prohibited (i.e. long sleeved, shirttails, etc.).
2. To avoid injuries, footwear should be in good condition. Wear appropriate footwear required for the work being done. If any doubts, contact your supervisor.
3. Hair should be pulled back and secured on the head, so as not to get in the way, especially around moving equipment.
4. Gas and oil soaked clothes are a serious hazard. Keep clothes oil free.
5. Safety vests or suitably colored shirts as a substitute shall be worn at all times when working on rights-of-way, roadways and areas of reduced visibility.

### Head Protection

Hard hats should be provided to and worn by employees when working in areas where there is a risk of injury to the head. Supervisors may designate additional areas where hard hat usage is required, as the need arises.

### Face and Eye Protection

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They include dust, particles of steel, concrete, sand, and splashes from corrosives and liquid chemicals. Safety glasses, goggles, or face shields made of plastic or glass, offer vital protection when used properly. Dirty or scratched lenses may provide another hazard from reduced visibility and should be cleaned or replaced immediately.

All employees in the City of Venice are expected to follow the safety procedures below regarding face and eye protection:

Safety goggles or safety glasses should be worn when:

- Grinding, cutting, milling or drilling with powered tools.
- Using impact wrenches, compressed air tools and pressure washers.
- Chipping, scraping, or scaling paint, rust, carbon or other materials.
- Using punches, chisels or other impact tools.
- Cutting or breaking glass.
- Chipping or breaking concrete.
- Soldering.
- Cleaning dirt from vehicles, machinery, etc.

- Sandblasting or air cleaning operations.
- Using power woodworking machinery, both fixed and portable.
- Tree trimming, brush cutting or stump removal.
- Using any lawn mowing equipment (mowers, blowers, edgers, etc.).
- Discharging a firearm in the course of firearms training.

A full plastic face shield shall be worn when handling acids, caustics and other harmful dusts, liquids or gases.

A face shield with the proper filter lens or welders' lens shall be worn at all times during metal cutting and welding operations. Warning signs shall be posted to warn others prior to any welding operations. Additionally, welding screens shall be used if available.

A face shield should always be used with other eye protection such as goggles or glasses.

#### Finger, Palm and Hand Protection

Do not wear an excessive amount of rings, metal, bracelets or other jewelry when working around machinery. Jewelry increases the danger of electrical shock and can cause fingers or hands to be badly injured.

Gloves should be worn when handling hot, cold, abrasive, caustic, infectious or any other hard to handle materials. Several types of gloves are available to employees; be sure to choose gloves appropriate for the task at hand.

Any allergic reactions or rashes thought to be caused by gloves should be reported at once.

#### **Hand Tools**

A small proportion of employee injuries on record can be attributed to using the wrong tool for the job. It is worth stopping to go and get the right tool, compared to the prospect of the resultant injury from using the wrong one.

Employees that are inexperienced in the use of a hand or power tool shall not use the tool unless properly supervised.

Sharpen and carry all cutting tools with the sharp edge down.

Check the handles of all tools for tightness and splinters prior to use.

Check the head of each tool, such as hammers, chisels, punches, etc. If the tool needs to be dressed, repair it prior to use or do not use it.

Wear eye protection or goggles when using chisels, punches, and wedges.

Use only properly insulated tools when working around electrical circuits or equipment.

Avoid using metal measuring tapes, fabric containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.

Return all tools to their proper storage location.

## **Power Tools and Equipment**

Potentially serious injuries can occur from the operation of both portable and stationary power tools. All employees who use power tools or equipment must first be trained and display adequate knowledge of safety operating procedures. Always keep all safety devices and decals in place, replace as needed.

All power tools should be visibly inspected for damage, prior to each use (i.e. cords, housings, blades, etc.).

Make sure all machine guards are in proper place prior to operation.

Install or repair equipment only if you are qualified. Unplug equipment prior to repairing or making adjustments.

Be sure equipment is properly grounded. Check all ground connections regularly for tightness.

Wear all proper personal protective equipment required for the job.

Unplug power cords by pulling on the plug, not the cord.

Work area should be clean, well lit and dry.

Do not carry tools by the cord.

Do not use electrical equipment in wet conditions, such as a wet excavation.

Always be aware of your surroundings. Stay alert and stay safe!

### Saws

Do not use dull or loose blades.

Do not overload the motor by pushing too hard or cutting material that is too heavy.

Before cutting, inspect the material to be cut for nails or foreign objects.

Be sure you have firm footing and balance.

### Drills

Select the correct drill bit for the job and be sure that it is sharp.

Make sure the material being drilled is secured or clamped firmly.

Hold the drill firmly and at the correct angle. Don't force it to work or lean on it with all your strength.

Always remove the bit from the drill when you're finished.

### Grinding Wheels

Before use, make sure that wheels are firmly held on spindles and work rests are tight.

Ensure that the gap between the wheel and the rest is not too great as this may be a trap for fingers.

Stand to one side while starting motor until operating speed is reached – this prevents injury if a defective wheel breaks apart.

Use light pressure when you start grinding, too much pressure on a cold wheel may cause failure.

### Sanders

- Arrange cord so that it will not be damaged by the abrasive belt.
- Keep both hands on the tool to ensure good control.
- Hold on to sander when you plug it in.
- Clean dust and debris from the motor and vent holes and lubricate regularly.

### Table Saws

- Never reach over the saw to push stock that has been sawed. Always use a push stick.
- Stand slightly to one side, never in line with the saw.
- Never use a dull blade.
- Do not cut “freehand” or attempt to rip badly warped wood.
- Use splinter guard.
- Do not drop wood on an unguarded saw.

### Radial-Arm Saw

- The saw and motor should always be returned to the rear of the table against the column after a cut is made.
- If the motor slows while cutting, it means it is overloaded. This can be due to low voltage, bad blades or material being fed too fast.
- Keep machine in good alignment and adjustment to prevent excessive vibration.

### Jig Saw

- Be sure blade is secured tightly.
- Handle material being cut with both hands and keep fingers away from the blade.
- When making curved cuts, do not push stock into the blade. Turn stock on the table until curve has been cut.

### Grounds Maintenance Equipment

- Wear employer prescribed Personal Protective Equipment (PPE), such as eye-face protection, gloves, and hearing protection during mowing operations.
- Make sure all equipment is in good operating condition prior to use.
- No mowing equipment will be left unattended with the motor running.
- Visually inspect the area to be mowed. Remove or mow around hazards.
- If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn off engine, wait for all motion to stop and inspect for damage. Raise the cutting decks when driving from one area to another.
- Do not run the engine in a confined area without adequate ventilation.
- Bystanders should be warned by the operator of the danger of flying objects. Do not direct discharge towards bystanders.
- Become familiar with the controls and know how to stop the engine quickly.
- Operator must keep feet and hands away from the undercarriage of the mower.
- Check safety switches daily.
- No mowing equipment shall be operated without the manufactured safety guards in place.
- Do not touch engine, muffler or exhaust pipe while engine is running.
- Never refuel with engine running.

Use only metal gasoline containers approved by DOT or ANSI.  
Do not smoke while handling gasoline.  
Do not use grounds maintenance equipment when a storm is imminent (lightning/thunder).  
When working in close proximity to roadways, wear a safety vest.

### Chain Saws

When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure it to prevent fuel spillage and damage.  
When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.  
Always start a chain saw with a 10 inch or larger bar on the ground.  
Do not place a chain saw on your knee when starting it.  
Always use both hands to maintain control of the chain saw using only those grip locations specified by the manufacturer.  
When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.  
Do not operate a chain saw above your shoulder height.  
Do not set a saw down while the blade is engaged.  
Stop the engine and turn the switch to “OFF” when the chain saw is to be left unattended or refueled. Do not overfill the fuel tank.  
Place cones and barricades in the area where you are performing chain saw operations.  
Choose an area for cut branches to fall before beginning work. Alert co-workers by yelling “timber” to notify them of falling branches.  
Disengage spark plug wire before attempting to remove jammed material from blade.  
In addition to the recommended personal protective equipment, the use of chain saw chaps is recommended.

### Edgers

Do not start an edger if the blade is touching the ground.  
Operate the edger at full blade speed.  
When edging along roads, stay as close to the curb as possible.  
Wear your employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, breathing filters and hearing protection.  
Do not use the edger if it has loose or worn blades, belts or other parts. If these damages exist, tag the edger “out of service” and do not use it. Write a repair order where needed.  
Visually inspect the area to be edged for possible hazards.  
If edging along roadways, be particularly vigilant and be sure to wear a highly-visible safety vest.

### Line Trimming/Weed Eater/Brushcutter

Before refueling the trimmer, remove it from your harness, place it on the ground and allow the engine to cool.  
Wear employer prescribed Personal Protection Equipment (PPE), such as eye/face protection, gloves, breathing filters, hearing protection and long sleeve pants and shirts.

Only use grip locations as specified by the manufacturer as a handhold when operating the unit; keep both hands on the unit during operation.

Do not perform trimming operations above 10 feet in height by yourself; a co-worker must assist you.

### Electrical Hazards

Where electrical equipment must be utilized in damp or wet locations (inside buildings or outdoors), the equipment must be plugged into a GFI-protected cord, and the user must wear rubber boots and gloves.

Proper lockout/tagout procedures shall be followed when performing installation, repair, maintenance, modification or any other adjustments to power equipment where unexpected power or start-up of the equipment could harm employees (see separate section or your department/division's policy on lockout/tagout).

Never attempt work in or near overhead or underground power lines or gas lines. Contact the appropriate personnel prior to any work being performed.

In case of downed power lines, get away from the danger area, keep others away and contact emergency services or appropriate personnel equipped to do the repair job.

In case of contact with live wires, do not touch the victim – call 911.

Control or fuse boxes should be kept closed at all times and should be labeled to indicate the areas or machinery they operate.

Extension cords should not be run across aisles or through oil or water. Do not tightly bind cords as they become damaged and dangerous. Cords should be inspected for kinks, worn insulation and exposed strands of wire before use. Dispose of and replace any cords exhibiting wear.

When circuit breakers or fuses blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor immediately.

Keep electrical equipment properly oiled and free of grease and dirt.

### Lockout/Tagout

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

#### Taking equipment out of service

Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

Identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of the energy, and know the methods to control the energy.

If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Lock out the energy isolating device(s) with assigned individual lock(s).

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

The machine or equipment is now locked out and should be tagged accordingly.

#### Restoring equipment to service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

Check the work area to ensure that all employees have been safely positioned or removed from the area.

Verify that the controls are in neutral.

Remove the lockout/tagout devices and reenergize the machine or equipment. Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

#### Ladders

Metal ladders shall not be used in the vicinity of electrical circuits.

Inspect for defects before using. Keep rungs clean and free of grease and oil.

Ladders should not be placed against window sash.

Straight ladders form a triangle when placed against a wall or object for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical, (i.e. if the ladder is leaned against the wall eight feet high, the ladder should be set two feet from the wall.)

When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders are not designed to be used as straight ladders.

If the bottom of a ladder is placed on an unsecured surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats or other anti-slip devices, or by stationing an employee at the ladder base to hold it in position during use.

Never stand on the top step of a ladder.

Only one person should be on a ladder at a time.

If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals, or take other precautions to prevent accidental contacts that might upset the ladder.

## **Motor Vehicles**

City vehicles are arguably one of the most dangerous types of equipment employees handle, in that if not properly used, they carry with them great potential for causing injury to employees and others. The city's auto accident history indicates much greater prevalence of damage to property and vehicle than injury to people, but when injuries do occur, they have the potential to be very severe.

Please also bear in mind that city vehicles are easily identified and as a result can have either a positive or a negative effect on public relations, depending on how they are driven. By observing all traffic laws and utilizing courteous, considerate and safe driving habits, good public relations are built as well as avoiding injury to employees or others and damage to property.

### General Safety Procedures - Motor Vehicles

All employees shall wear safety belts while operating or as a passenger in city vehicles unless the type of vehicle prohibits or does not require such use. Failure to do so may lead to disciplinary action and may reduce workers' compensation benefits in the event of an accident.

Employees should conduct a brief daily safety check of any vehicle or mobile equipment he/she is assigned to drive. Supervisors should be notified immediately of any necessary repairs.

Position all adjustments for safe driving before starting vehicle (i.e., seat, mirrors, etc.).

Drivers of city vehicles must possess a valid Florida drivers' license appropriate for the vehicle and must be thoroughly familiar with state and local regulations governing motor vehicle operation.

Be sure all loads are secured prior to movement of vehicle.

Never consume alcohol or take drugs or strong medication before operating a vehicle.

Remember that alcohol, drugs, illnesses or extreme fatigue may affect your ability to judge distances, speed and driving conditions.

Employees should not leave vehicles unattended with the motor running unless specifically authorized to do so.

Stay within posted speed limits. Slow down when conditions warrant.

Be particularly cautious and alert while driving around children and intersections.

Do not assume the right-of-way.

Do not tailgate. Keep a safe distance behind other vehicles.

Turn on low beam headlights during rainstorms and fog.

When refueling, shut off motor and do not smoke. Do not use a cell phone.

Remember that even if you drive perfectly, the roads are full of drivers who may not be as able as you. Drive defensively in all circumstances, giving others room to make mistakes. Do not smoke in city vehicles.

## **Working in Roadways**

Municipal employees are often required to work in or along public roads and right-of-ways normally used for vehicle or pedestrian traffic to repair utility services, perform tree trimming, landscaping tasks and other maintenance activities. It is desirable that whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns.

The following are general guidelines to be followed when working in these situations:

- Prior to full or partial road closure, notify all appropriate agencies, as necessary.
- Wear employer prescribed Personal Protective Equipment (PPE), such as a highly visible safety vest, hardhat, safety shoes, gloves, etc.
- Individuals working in roadways and right-of-ways must be properly trained in current traffic control practices.
- Ensure that proper traffic control practices are undertaken, including appropriate use of signs, cones and lighting.

## **Chemical Hazards**

- Never eat, drink or smoke around chemicals in the work area.
- Keep flammable and explosive material away from any heat sources.
- Make sure there is enough ventilation in the work area. If you feel the slightest amount of dizziness or nausea, report the incident immediately to your supervisor.
- Use the proper personal protective equipment. This may include gloves, safety glasses, masks, respirators and work clothes depending on the type of chemicals being used.
- Know how to properly dispose of all contaminated materials.
- Always use established procedures for handling, storing or transporting hazardous chemicals. Material Safety Data Sheets (MSDS) are available on every chemical used by the city and should be available for reference.
- It is the responsibility of your supervisor to ensure that MSDS binders are kept up-to-date and reviewed with you periodically.
- Because most injuries occur when mixing chemicals or loading chemical application devices, special care should be taken when performing these tasks.

## **Blood Borne Pathogen Exposure**

City employees, depending on classification and job assignment, may come in contact with blood, body fluid and/or airborne pathogens. These pathogens may be dangerous to the employee's health if proper protective equipment is not worn. It is the responsibility of the employee to ensure

that proper protective equipment is worn and replaced, as needed, to maintain the highest level of safety in their work environments. Venice Regional Medical Center has standing instructions for City of Venice employees who have suffered a potentially significant blood borne pathogen exposure. These are subject to change without prior notice, but in general, you should expect to be questioned on the exact circumstances surrounding the exposure in order to help the treating physician establish whether or not your exposure was significant. You should then follow the physician's instructions as time is of the essence. In addition, employees who are particularly exposed to this risk should have protocols put in place by their department/division.

### **Emergency Contact Telephone Numbers**

Emergency Services - 911

Administrative Services Department - 941-486-2626

Venice Regional Medical Center ER Director - 941-483-7018

Venice Regional Medical Center Chief Nursing Officer - 941-483-7862

Venice Regional Medical Center - 941-485-7711

### **Ergonomics**

If you are an office-based employee, it is likely that you spend much of your time sitting at your workstation. It is important that this is set up in a way that is ergonomically correct. Key points are as follows:

- Sit in a neutral posture.

- Feet lie squarely on the floor while sitting.

- Position computer monitor midline to body.

- Keep work that is done most often close to you, avoid extended reaching and twisting.

- Keep wrists in a neutral position while using the keyboard.

- If you must sit for long periods of time, take frequent micro-breaks, such as getting up to get a drink of water.

Please note that the City of Venice has access to ergonomic expertise and can have an expert examine your workstation if the setup is a concern.

### **Animal Hazards**

Florida is home to many kinds of natural wildlife, some of which is hazardous and some of which you may encounter in the course of your job duties. As well as hazardous natural wildlife, please bear in mind that pets, particularly dogs can be a source of injury.

## Snakes

Although 45 species of snakes are found in Florida, only six are venomous (see below). With all venomous snakebites, the victim should seek immediate emergency medical care. Until treatment can be given, stay calm, remove any rings that could restrict circulation if tissues swell and keep the bitten limb below the level of the heart. The bite can be cleansed with soap and water, but do not apply a tourniquet or ice as these worsen the damage. Do not cut and/or suck out venom.

### Southern Copperhead

Average adult size is 22-36 inches. A stout-bodied snake with broad, light brown to gray crossbands, alternating with dark brown to reddish-brown crossbands. Constrictions along the backbone give the dark bands an hourglass shape. On the sides of the body the dark bands usually have light centers, and occasionally one dark spot. Southern copperheads sometimes have an overall pinkish tint. The top of head in front of the eyes is covered with large plate-like scales. The pupil is elliptical, a catlike vertical slit. There is a deep facial pit between the nostril and the eye.



### Cottonmouth

Average adult size is 20-48 inches. A dark-colored, heavy-bodied snake. Juveniles are brightly colored with reddish-brown crossbands on a brown groundcolor. The dark crossbands contain many dark spots and speckles. The pattern darkens with age so adults retain only a hint of the former banding or are a uniform black. The eye is camouflaged by a broad, dark, facial stripe. The head is thick and distinctly broader than the neck, and when viewed from above, the eyes cannot be seen. The top of head the in front of the eyes is covered with large plate-like scales. The pupil is vertical (catlike) and there is a deep facial pit between the nostril and the eye.



### Eastern Diamondback Rattlesnake

Average adult size is 36-72 inches. A large, heavy-bodied snake with a row of large dark diamonds with brown centers and cream borders down its back. The ground color of the body is brownish. The tail ends in a rattle. The tail is usually a different shade, brownish or gray, and toward the end of the tail the diamonds fade out or break into bands. The large and thick head has a light bordered dark stripe running diagonally through the eye and there are vertical light stripes on the snout. The pupil is vertical (catlike) and there is a deep facial pit between the nostril and the eye.



### Timber Rattlesnake

Average adult size is 36-60 inches. Can be a large, heavy bodied snake. The reddish brown stripe running down the center of the back is disrupted by a series of large, black, chevron-like crossbands on the pinkish gray or tan body. The tail is uniform black. The head is large and sometimes with a dark diagonal line through the eye or just behind the eye. The pupil is vertical (catlike) and there is a facial pit between the nostril and the eye. The tail ends in a rattle.



### Dusky Pygmy Rattlesnake

Average adult size is 12-24 inches. This is a small snake, but very thick for its size. The top of the triangular shaped head is covered with nine large scales. The body color is light to dark gray. A longitudinal row of black or charcoal, transverse blotches disrupts a reddish brown stripe running down the middle of the back. Dark spots on the side line up with the blotches. The tail is slender and ends in a miniature rattle (see photo above). The belly is heavily mottled with black and white. The pupil of the eye is vertical (catlike), and there is a deep facial pit between the nostril and the eye.



### Eastern Coral Snake

Average adult size is 20-30 inches. Body ringed with black, yellow, and red; narrow yellow rings separating the wider red and black rings. The rings continue across the belly of the snake. From tip of snout to just behind the eye the head is black. The tail is black and yellow, without any red rings. The red rings usually contain black flecks or spots. The pupil is round.



### Other Bites/Stings

Although bites and stings are uncomfortable, very few are life-threatening. The main concern after an insect sting is an allergic reaction, which may come on quickly or gradually. Signs of allergic reaction may include: itching and swelling beyond the bite site, chest discomfort and difficulty breathing/speaking/swallowing, feeling faint/nervous. If these problems occur, call 911 or seek medical attention immediately. More people die from allergic reactions than from snakebites. Employees with allergies to insects should inform their supervisor and consult their physician regarding having medications such as Benadryl or an Epi-pen ready before a bite.

### Dogs

If you suffer a dog bite in the course of your duties, report it to your supervisor and seek medical attention, allowing first aid if available. Procedures in the Workers' Compensation Claim Kit (attached) should be followed. First aid guidelines for dog bites are as follows:

- Wash the wound gently with soap and water.
- Apply pressure with a clean towel to the injured part to stop the bleeding.
- Apply a sterile bandage to the wound.

### **Awareness of Surroundings**

It may come as a surprise that one of the most frequent sources of employee injury stems from simple lack of awareness of surroundings. While the resulting injuries are often minor, in some cases they can be incapacitating, and in extreme cases permanently debilitating. In most instances, employees are trying to do something really simple like just get from 'point A to point B'.

Common examples include injuries resulting from employees:

- Walking and focusing on something else, meanwhile falling into a hole, tripping on uneven ground or an unseen object.
- Exiting a vehicle and assuming ground to be stepped on will be flat.
- Walking on a slippery surface without appropriate footwear.

Hitting knee on obstacle while trying to move an object.  
Stepping on something that they assume will hold, but it does not.  
Catching fingers in doors.

The best advice is simply to be aware that this is a major source of injury and not to drop your guard. Even when focusing on the task in hand, you should try to be aware of your surroundings.

**THE CITY RESERVES THE RIGHT TO AMEND AND UPDATE THESE PERSONNEL PROCEDURES AND RULES AS THE CITY DEEMS NECESSARY.**