



# TOWN OF WHITE SPRINGS

*"On the Banks of the Suwannee River"*

## **PERSONNEL POLICY AND PROCEDURES MANUAL**

DRAFT

*Revised 07.14.2020*





























































**C. Holidays**

- Holidays shall be designated by the Town Council.
- A regular employee normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her regular rate of pay. Additionally, the employee shall receive compensatory time off at the regular rate of pay, or the employee may be paid additional Holiday pay at the regular rate of pay.
- Should the designated holiday not fall on a normal workday of a full-time employee, the employee shall be paid for an additional eight (8) hours at his or her regular rate of pay for the holiday. When work schedules are adjusted by mutual agreement between employee and Town Administration, holiday pay will be based on a 40-hour workweek.
- An employee who is not on approved paid leave and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday.

**D. Holidays Observed**

The following holidays will be observed by the Town. These days may be changed from time to time as the Council determines and upon reasonable notice to the employees. Offices may be closed on the days listed without further notice. Any other holidays proclaimed by the Council will also be observed.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving (2 days)	4 <sup>th</sup> Thursday and Friday in November
Christmas (2 days)	December 25 and 1 day
New Year's Eve	December 31

**E. Annual Leave**

Annual leave is provided for the purpose of rest, recreation, time with family, travel, and other forms of renewal by getting away from the job. It also enables employees to take care of other time-consuming personal matters which may arise from time to time. Annual leave is not intended as a substitute for regular on-time attendance and will not be approved by supervisors to make up for habitual lateness. Regular full-time employees shall be entitled to earn and accrue annual leave.

Credits for annual leave shall be allowed on the following basis:

- Eight (8) hours per calendar month effective upon employment
- Ten (10) hours per calendar month after completion of five (5) years of service
- Twelve (12) hours per calendar month after completion of ten (10) years of service.

Annual leave may be accumulated as stated above but may not exceed thirty (30) days or two hundred forty (240) hours unless approved in writing by the Town Manager.

During the initial month of employment, annual leave will accrue at one quarter of the regular monthly rate for each 40 hours of work. For example, an employee earning 8 hours per month would receive two (2) hours leave for each week of service during the first month.

During the probation period, employees may accrue annual leave, but it is not available for use until after six (6) months. Should probation be extended beyond the initial six months, annual leave will be available to the employee, upon approval from the Department Head.

**1. Request for Leave**

A request for annual leave shall be submitted to the employee's immediate supervisor on the official "leave request" form. Annual leave of four (4) days or more should be requested as soon as possible, but not less than thirty (30) days in advance. Leave may be taken only after approval by the Department Head. Consideration of all requests will be made on a timely basis.

**2. Duration of Leave**

Annual Leave shall be limited to fourteen (14) consecutive calendar days unless approved in advance by the Town Manager.

**3. Treatment of Leave for Less Than One Day**

Employees paid on an hourly basis must report all time absent from work to their supervisor and it must be recorded on the official time sheet. Leave must be approved by the supervisor or Department Head.

**4. Payment of Annual Leave Upon Separation.**

Employees who voluntarily separate from the Town through resignation or retirement will be paid for all accrued Annual Leave up to 240 hours. Employees of less than one year who separate for any reason, shall not be paid for any accrued leave. Any employee who is terminated for cause shall not be paid for accrued annual leave time.

**F. Sick Leave**

All full-time employees will accrue sick leave on the following basis:

- Eight (8) hours per calendar month effective upon employment.
- Ten (10) hours per calendar month after completion of five (5) years of service.
- Twelve (12) hours per calendar month after completion of ten (10) years of service.

During the initial month of employment, sick leave accrual will be based upon one quarter of the accrual rate for 40 hours of work (two hours per week)

During the probationary period, sick leave may be accrued but it is not available or use for the first 90 days of employment. After that time, the supervisor or Department Head may approval sick leave at their discretion, taking into account the employee's performance and attendance pattern thus far.

### **1. Uses of Sick Leave**

Illness, debilitating injury, pregnancy, childbirth, adoption, medical, visual or dental appointment and care for employee's immediate family are valid uses of sick leave. An employee on annual leave is allowed to convert such leave to sick leave when the employee becomes ill or injured and proper documentation is submitted to Human Resources.

### **2. Request for Sick Leave**

An employee who is to be absent from work and wishes to request sick leave shall submit a "leave request" form, in advance when possible. Otherwise, the employee shall notify his or her supervisor prior to the beginning of the scheduled work time. Upon returning to work, the employee shall immediately submit to the supervisor an official "leave request" form. Failure to do so may result in a loss of pay for the absence. A supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated.

### **3. Abuse of Sick Leave**

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

### **4. Payment of Sick Leave Upon Separation from the Town**

Employees who separate from the Town shall be paid for all accrued sick leave up to 240 hours. No payment will be made on sick leave accrued above 240 hours.

## **G. Sick Leave Donation**

Employees may donate a portion of their sick or annual leave to a fellow employee who has had a personal injury or who is caring for an immediate family member who is seriously ill or requires the care of the employee under the following conditions:

- The employee wishing to make the donation must:
  - Have been employed with white Springs for at least one year.
  - Have accumulated a combined balance of at least one hundred sixty (160) hours leave (sick and annual)
  - Not transfer so much leave that the combined balance falls below 140 hours or that the sick leave balance falls below 80 hours.
  - Complete an appropriate form requesting that a specified number of their leave hours be transferred to the other employee.

- The employee who is to receive the donation must:
  - Have been employed with White Springs for at least one year.
  - Have exhausted all available sick, annual and compensatory leave.
  - Utilize the donated leave for their illness or that of an immediate family member.

Donated leave will be approved by the Town Manager and will be used as needed by the recipient. When there are multiple donations, the hours first offered and approved will be utilized first, then the others as needed. Transfers will occur during the regular payroll scheduled and will not be banked by the recipient.

#### **H. Administrative Leave**

In cases of natural disasters such as hurricanes, tornadoes, or floods, bomb threats and loss of electrical power which exceeds 3 hours, the Town Manager or designee, may close Town offices and grant Administrative Leave with pay to the affected employees. Affected employees who are required to remain at work to provide essential services shall receive compensatory leave credit.

Administrative leave may also be granted for educational training and other job related purposes not paid for by the Town or otherwise provided for within this Policy when it is deemed to be a benefit to the Town and in the best interest of the Town to do so.

#### **I. Family Medical Leave Act (FMLA)**

In accordance with the Family and Medical Leave Act of 1993, eligible Town employees are entitled to extended leave without pay under specified conditions. Depending up on the reason, employees may elect to substitute their accrued annual, compensatory or sick leave for any part of the 12 weeks of leave granted under the Act.

##### **1. Eligibility**

An employee who has worked with White Springs at least twelve (12) months and who has worked at least 1250 hours in the last twelve (12) months prior to the beginning date of leave may be entitled to twelve (12) work weeks of paid/unpaid leave in any rolling twelve (12) month period under the provision of the FMLA of 1993. A rolling twelve (12) month period will be measured backward from the date an employee uses any FMLA leave.

##### **2. Approved Uses of FMLA**

- To attend to a personal serious health condition the renders the employee unable to perform the essential functions of their job;
- To care for a child, parent, or spouse who has a serious or terminal health condition; or



- To care for a newborn child or for placement of a child with the employee through foster care or adoption.

### **3. Request of FMLA Leave**

Employees are requested to provide thirty (30) days' notice of intent to take leave for foreseeable events such as the expected birth of a child or planned medical treatments. In cases where the need is unexpected, employees are requested to provide as much notice as possible.

Documentation qualifying the FMLA leave must be submitted to the Town Manager's Office so that approval may be granted. In the case of an employee's own personal illness or injury, physician's certification form must be filled out by the employee's treating physician.

### **4. Benefits While on FMLA Leave**

Employees will retain all accrued benefits while on FMLA leave. No sick or annual leave will accrue during FMLA leave without pay. Health plan coverage will be maintained by the Town to the extent they are provided prior to the FMLA leave. Provisions for the collection of employee contributions to health plan coverage shall be made on an individual basis.

### **5. Restoration**

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

### **6. Periodic Reporting**

Employees will be required to report periodically on their status and plans to return to work.

### **7. Failure to Return to Work**

An employee who fail to return to work on the date specified on the leave request form without receiving an extension in advance is subject to disciplinary action up to and including termination.

### **J. Bereavement Leave**

An employee may, upon request, be granted up to three (3) days paid leave upon the death of an immediate family member as described in the Definitions of this Policy.

Employees must notify their supervisor of the deceased family member's name and the relationship to the employee and request leave time on the official "leave request" form. The Supervisor may request a certification or proof of the death.

If additional time is required for bereavement leave or travel, the employee may request to use sick, annual or compensatory leave.

**K. Jury Duty or Court Leave**

Upon official summons not involving litigation personal to the employee, the employee will be granted leave with pay to serve on a jury or testify as a witness. Employees shall not be reimbursed by the Town for meals, lodging or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of leave.

**L. Military Leave**

Long term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and ends ninety (90) days after the date of separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed services.

When an employee is granted military leave for active military service, the employee's position may be filled with another employee. Upon separation from military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform. Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service and within thirty-one (31) day after completion of initial active duty for training of not less than three (3) months.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard shall, upon presentation of a copy of the employee's official orders, be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, and is ordered to active duty (not active training) shall upon presentation of a copy of the employee's official orders, be granted military leave. The first thirty (30) calendar days of such leave shall be with pay, and the remainder without pay. Leave payment of this type shall be made upon receipt of evidence from the appropriate military authority that thirty (30) days of active military services has been completed.

**M. Workers Compensation**

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days without being required to use accrued leave credits. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the employee. If the employee receives Workers' Compensation benefits for this period of leave with pay, the employee shall reimburse the Town the amount of the benefits. Such reimbursement shall not include payments for medical,

surgical, hospital nursing or related expense or lump-sum of scheduled payments of disability losses.

If the employee is unable to return to work at the end of the seven (7) day period, the employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will supplement the Workers' Compensation payments to the total salary that was received prior to the occurrence of the disability. In no case shall the employee's combined salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments. If the employee elects not to use accrued leave, the employee shall receive normal Workers' Compensation Benefits.

### **1. Reporting an Accident**

When an employee is injured on the job, the following procedures should be implemented.

In cases of very serious or life-threatening accidents, the health or welfare of the employee is the first consideration and they, their co-workers, or supervisor should seek immediate medical attention.

In cases where the injury is not urgent or life threatening, the employee may seek medical attention from the Town's designated Workers Compensation physician.

After ensuring the injured employee receives medical attention, the accident/injury shall be reported to the immediate supervisor by the employee or coworker. The Supervisor is responsible for filing an accident report within 24 hours after the injury occurs.

Even when medical attention is not desired or required, it is the injured employee's responsibility to report all work-related injuries no matter how minor, to his/her supervisor. The injured employee must describe to his/her supervisor how the injury occurred and what part of the body was affected so accurate documentation may be prepared. This will assist in tracking accidents and injuries and may prevent future injury to this or other employees.

## **VII. EMPLOYEE PERFORMANCE EVALUATION**

The performance evaluation program is intended to inform employees how well they are performing their work and how they can improve their work performance. The program may also:

- Be used as a guide for determining merit pay increases;
- Be considered in selecting employees for promotion;
- Provide essential information for employee career development;
- Serve as a basis for establishment of layoff rosters;
- Be used in determining whether an employee's work is so deficient as to warrant corrective action, up to and including dismissal.

The Town Manager shall be responsible for the establishment and administration of a performance evaluation program for all employees of the Town. The performance evaluation shall be in a standard written form as prescribed by the Town Manager. The performance evaluation is not subject to any grievance or formal complaint policy.

**A. Evaluation Periods**

Probationary Reviews: All employees shall be evaluated at the end of their initial probationary period.

Annual Reviews: All employees and volunteers shall be evaluated annually on their anniversary date or the adjusted anniversary date.

Special Reviews: May be initiated during periods of disciplinary action, when the employee's performance is in decline, or when the employee has been assigned additional responsibilities.

**B. Evaluation Review Process**

- Evaluations shall be prepared by the immediate supervisor of each employee
- Supervisors must use the comments section on the evaluation forms in order for them to be considered complete.
- The evaluator shall discuss each performance evaluation with the employee.
- The employee and supervisor shall sign the evaluation.
- The employee will be encouraged to participate in the evaluation process and will have the opportunity to provide written documentation of their concerns or comments to the evaluation. Such documentation will be attached to the evaluation form and will become a part of the employee's evaluation packet.

**VIII. STANDARDS FOR DISCIPLINARY ACTION**

The purpose of this section of the Personnel Policy Manual is to set forth the rules for disciplinary action. The purpose of these rules is as follows:

- To address the personnel rules of White Springs employees concerning misconduct and deficiencies in work performance.
- To establish standards for administering disciplinary action to Town employees.
- To clearly define the standards of conduct and other policies which are applicable to a given work situation.
- To establish standard ranges of penalties for various types of misconduct and deficient work performance in order to promote reasonable consistency in the disciplining of town employees engaged in similar misconduct.
- To assure quality service to the public.

**A. Types of Disciplinary Action**

The following types of disciplinary actions are provided: Oral Reprimand, Written Reprimand, Suspension, Demotion, and Dismissal:

**Oral Reprimand:** This is the least severe disciplinary action. The purpose of an oral reprimand is to inform the employee of a particular disciplinary problem. Where possible, the oral reprimand should be delivered to the employee in a location that provides privacy from the employee's coworkers. The Department Head shall clearly state that the employee is receiving an oral reprimand, clearly indicate the nature of the improper behavior, and explain precisely what corrective action is expected. In addition, it should be pointed out that future violations may result in more severe disciplinary action. Before concluding the meeting, the employee shall be allowed to make comments and clarify any issues concerning the situation.

**Written Reprimand:** The purpose of a written reprimand is to help an employee who violates a disciplinary standard to recognize the error, to prescribe an action to correct the error and prevent it from recurring, and to document disciplinary action. The content of the report of written reprimand must specifically state that the employee is receiving a written reprimand, describe the facts giving rise to the disciplinary action, and indicate the corrective action expected. It should include a statement that future violations may result in more severe disciplinary actions up to and including dismissal. The report of written reprimand should be presented to the employee in private. There shall also be a signature line in the report of written reprimand for the employee to acknowledge receipt. In the event the employee refuses to sign the report, the Department Head should note such refusal on the original and a copy of the report. All reprimands will be forward to the Town Manager's Office for inclusion into the employee's personnel file, and a copy will be provided to the employee.

**Suspension:** Suspension is action taken by the Department Head to temporarily relieve the employee of duties and place the employee on leave without pay. This is a severe form of disciplinary action, which may result from the commission of one offense or as a result of cumulative offenses.

**Termination:** This is action taken by the Town Manager upon the recommendation of the Department Head to separate the employee from service with the Town. This is also a severe form of disciplinary action that may result from the commission of one offense or as a result of cumulative offenses.

## **B. Authority**

None of the above disciplinary actions with the exception of oral and written reprimands may be taken by a Department Head. Termination of employment can only be performed by the Town Manager upon the recommendation of a Department Head, except in the case of terminations of police officers, which will be handled by the Police Chief and volunteer fire fighters, which will be handled by the Fire Chief.

## **C. Procedure**

The affected employee shall be notified of the proposed personnel action, suspension or termination and the reasons for same in writing by personal delivery or by Certified Mail – Return Receipt Requested at his/her last known address. Employees who are on probationary status are not entitled to appeal any disciplinary action.

#### **D. Standards for Disciplinary Procedures**

In general, the basic pattern of discipline for regular employees is progressive and cumulative. Specifically, written reprimands are retained on record and can have a cumulative effect leading to progressive discipline up to and including dismissal. Once a written reprimand is issued, it becomes a permanent part of the employee's record. The age of prior disciplinary action(s) will be taken into account in determining appropriate future discipline.

Progressive disciplinary action may also be administered for dissimilar offenses or deficiencies. If the employee has received a second disciplinary action for similar or dissimilar offenses or deficiencies, it may be considered cumulative and will allow the supervisor to progress to a more severe form of discipline when warranted.

#### **E. Guidelines for Disciplinary Action for First Offenses**

Listed below are guidelines for disciplinary action involving first offenses. The list is not intended to be exhaustive nor are the suggested actions for any offense required. The circumstances of each case shall govern the disciplinary action

Misconduct normally resulting in an Oral Reprimand for the first offense:

- Excessive Absenteeism
- Excessive Tardiness
- Failure to perform assigned duties properly or in a timely manner

Misconduct normally resulting in a Written Reprimand for the first offense:

- Offensive conduct or abusive language
- Improper use of Town equipment
- Unauthorized absence or leaving assigned workstation without permission when responsibilities mandates a presence
- Abuse of sick leave

Misconduct normally resulting in suspension for the first offense:

- Flagrant violation of safety rules, resulting in a dangerous situation
- Insubordination
- Sleeping on the job
- Fighting
- Sexual Harassment
- Discrimination

Misconduct normally resulting in termination for the first offense:

- Conviction of a felony
- Abuse or theft of Town property
- Willfully making false statements about the Town or its employees
- Falsification of records, including falsification of an employment application

- Illegal acceptance of gratuities
- Possession or use of intoxicants or controlled substances on the job
- Violence leading to the injury of another or destruction of Town property
- Abandonment of job (three successive workdays missed without notification to supervisor)
- Threat or use of weapon on the job

## **IX. EMPLOYEE GRIEVANCE POLICY – DISCIPLINARY**

The grievance procedure is established to provide opportunity to regular full-time and part-time employees who have successfully completed their initial probationary period to appeal disciplinary actions more serious than a written reprimand, i.e. suspension or termination. The submission of an appeal by an employee in good faith shall in no way adversely affect the employee or his employment with the Town.

The following will not be considered as grievances under this policy:

- Disciplinary Actions
- Sexual Harassment
- Layoffs and reductions in force
- Budget Appropriations
- Changes in the workforce due to restructuring and/or re-organization
- Changes in Town policy

Although not covered under this policy, violations of the discrimination or sexual harassment policies shall be brought to the immediate attention of a supervisor, Department Head, or Town Manager and the Town shall react swiftly to investigate and take appropriate action.

### **A. Appeal to Department Head**

The employee may appeal the discipline in writing by filing his appeal with the Department Head within five (5) working days from receipt of Notice of Disciplinary Action.

The appeal shall be in writing, and shall include:

- The date the grievance arose
- The policy, rule, and/or procedure claimed to have been violated.
- A statement of the facts as seen by the employee.
- The relief requested.

The Department Head shall meet with the employee within five (5) working days after receipt of the grievance. The Department Head shall give the employee an opportunity to explain his position and listen to any witnesses the employee brings to the meeting. The Department Head may require other employee witnesses to be present or may conduct further investigation into the matter on his own. The Department Head shall give a written answer to the employee within five (5) working days after the investigation is completed, and within ten (10) days after receipt of the written grievance.

## **B. Appeal of Department Head Decision**

If the employee does not receive timely written response from the Department Head, or the employee is unsatisfied with the decision of the Department Head, the employee may then appeal to the Town Manager.

The appeal to the Town Manager shall take place within ten (10) working days of receipt of the decision of the Department Head. If the Department Head does not provide written response within the prescribed time, their lack of response shall be considered a denial of the appeal and the employee should proceed with their appeal to the Town Manager.

The Town Manager shall consider the appeal and shall:

- Give both the employee and the Department Head an opportunity to explain their positions;
- Consider the information before him;
- Further investigate the matter if he feels it is necessary; and
- Make the final decision for the Town

## **C. Termination Appeal**

A termination may be appealed directly to the Town Manager's Office within fifteen (15) days of written notification of the termination. Upon receipt of the appeal, the Town Manager shall initiate a Hearing Council review. The Hearing Council shall meet with the employee and the Department Head, give them an opportunity to explain their respective positions, listen to any witnesses they wish to present, all any witnesses the hearing Council feels will be helpful in making its recommendation, review all documents submitted, and make a recommendation to the Town Manager. The Town Manager shall have the final decision in the matter.

### **1. Composition of the Hearing Council**

The Hearing Council shall be made up of three current employees of the Town. In order to be eligible to serve, the employees must have been employed with the Town for at least three (3) years and must have met or exceeded expectations on their last two (2) performance evaluations. The Hearing Council shall be composed of the following:

- One (1) employee selected by the grieving employee
- One (1) employee selected by the Department Head
- One (1) employee selected jointly by the other two selected individuals

If the two (2) selected Hearing Council members cannot agree on the third Council member, the third member shall be appointed by the Town Manager.



## **D. General Procedures**

All appeals or grievances must be in written form. Employees may request assistance from the Town Manager's Office regarding grievance procedures and this guidance may be provided during the employee's regular working time with no loss of pay.

Employees may have someone represent them in these procedures. The name and relationship to the employee must be submitted as part of the written grievance or appeal.

Attorneys will not be allowed to participate in these meetings without prior approval from the Town Manager, unless it is required by law. The participation of an attorney representing the employee shall, in most cases, elicit the participation of the Town Attorney and these proceedings shall then be considered a legal matter, which will be coordinated through the Town Attorneys' Office.

The time limits of this grievance procedure may be extended for reasons considered appropriate by the Town Manager. Failure of an employee to file a grievance or an appeal in a timely fashion will constitute an automatic abandonment of the grievance unless the employee has obtained an extension in advance.

## **X. SEPARATION**

### **A. Resignation**

To resign in good standing, except in the case of an emergency, an employee should give at least two weeks (14 calendar days) notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. Full time employees who resign shall receive payment for all accrued annual leave credit up to 240 hours and 50% of sick leave credit.

### **B. Termination**

Regular employees may be terminated with cause upon violation of Town policy and procedures or whenever the employee's work habits, attitude, production or personal conduct falls below acceptable standards, i.e. falls below a rating of satisfactory on the employee's most recent performance evaluation. Regular employees may file an appeal or grievance in the process outlined within these Personnel Policy and Procedures. Probationary employees may be terminated with or without cause and employees will not have the ability to appeal or file a grievance.

#### **1. Procedure for Termination**

Upon decision by the Department Head that a termination is in the best interest of the Town, the Department Head shall notify the Town Manager, provide written documentation of the circumstances, a prepared Notice of Termination, and a written recommendation requesting approval of the termination.

The Town Manager will review the request and consider the recommendations of the Department Head. The Town Manager may call a conference with the employee and/or

the Department Head or investigate the matter to whatever extent he feels necessary. Upon approval by the Town Manager the signed Notice of Termination shall be delivered to the employee in person, if possible. A copy of the signed Notice of Termination shall be delivered to the employee in person, if possible. A copy shall also be mailed certified-return receipt requested to the employee's last known address.

The Written Notice of Termination shall contain the following:

- The employee's name, position/title, home address and phone number
- Reason for termination
- Any existing documentation considered by the Department Head or Town Manager in considering the termination
- A list of any previous disciplinary action taken into account during consideration for termination
- Notice of the employee's right to appeal following the process outlined in Section XI. Employee Grievance Procedure – Disciplinary Action

### **C. Layoff**

Regular employees who are filling positions to be abolished may be transferred to vacant positions for which they are qualified. Employees must be notified in writing of the transfer. The letter will include notification to the employee of the reporting date, time and place. Failure to report to the new position will constitute abandonment of position. Employees who are filling positions to be abolished shall be given priority consideration for vacant positions for which they qualify. No original appointment of a new employee may be made to fill a vacant position until all eligible and interested employees facing layoff have been considered. If the hiring authority does not wish to appoint an affected employee, justification for the action is to be provided to the Town Manager prior to advertising for recruitment to fill the position.

Employees scheduled for Layoff who cannot be transferred to vacant positions shall be notified in writing of their scheduled Layoff and the effective date.

Employees occupying temporary OPS positions shall be among the first considered for layoff, followed by probationary employees, then regular employees. Probationary employees are subject to termination or layoff with or without cause and will not be afforded further consideration under this section.

Length of service to the Town shall be the primary consideration when layoffs are necessary, followed by the employee's performance records and the specific skills and abilities required within the individual departments.

Employees who are laid off shall have the right to continue Health Insurance coverage by taking responsibility for any premium payments previously covered by the Town, as well as any employee portion. Written notification must be provided to the employee containing the specific details of continued coverage within fourteen (14) days of the effective date of layoff.

All layoffs will be approved by the Town Manager.

## **1. Call Backs**

Within a period of one year when a vacancy occurs, or a new position is established in a class from which an employee was adversely affected, preference for reinstatement will be given to employees in the following order:

- (a) Regular employees who voluntarily transfer to vacant positions in different classifications
- (b) Employees who were laid off

Reinstatement may be with permanent status at the discretion of the hiring authority when the employee had previously completed the probationary period. Any employee who refuses an offer of reinstatement forfeits any priority rights to subsequent placement offers. Employees who are reinstated shall have their seniority restored.

### **D. Death While Employed**

The official date of termination shall be the date of death. All compensation and benefits due to the employee as of the effective date of termination shall be paid to the beneficiary of record, surviving spouse, or to the estate of the employee as determined by law or by forms executed by the employee.

### **E. Exit Interview**

Department Heads shall make every reasonable effort to interview separating employees. The exit interview form shall be forwarded to the Town Manager's office. The purpose of the exit interview or exit interview survey form is to gain insight into the concerns and issues faced by employees and to gain important knowledge and ideas for continued improvement of public service and Town personnel services.

# VERIFICATION OF RECEIPT

I, \_\_\_\_\_, affirm and acknowledge, by providing my signature below that I have received a copy of the Official Town of White Springs Personnel Policy and Procedures. Further, I understand that I should contact my supervisor or the Town Manager's Office should I have questions as to any of the requirements or regulations contained herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Town Staff)

\_\_\_\_\_  
Date

DRAFT

This policy has been approved, as amended, during a regular meeting and by a majority vote of the Town Council of the Town of White Springs, Florida on this \_\_\_\_ day of July, 2020.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST: Town Clerk

\_\_\_\_\_  
Date

DRAFT