

Employee Policy Manual – Editorial Review Notes

→ Document Page Layout – Change (*optimize*) body (not cover & index pages) format:

- **Margins** – Top 0.6in; Bottom 0.9in; Left 0.7in; Right 0.7in (L&R std. should be 18mm not 25.4mm)
- **Edges** – Header 0.2in; Footer 0.3in (since “header” area is unused, it should be minimized)

Sec. 3.1 Sub. A; Next to Last Sentence – Clarify or Reword: {See also Sections 4.1(•15) & 4.5!}

.... and/or use or non-use of tobacco products outside the workplace.

Does this mean (1) off-the-job, or (2) not inside a building while on-the-job?

Sec. 3.1 Sub. B & C; Regarding Disabilities – Ability to Do the Job:

Observation: While inclusion of these sections is necessary, note must be made that the hiring of someone who is physically (or mentally) incapable of performing the tasks required, or who has a high likelihood of excessive absences due to pre-existing medical conditions, is not mandated.

Sec. 3.3; Last Sentence – Change to read as follows (changes in red):

Any employee who improperly uses or discloses confidential personnel information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information (Section 4.10, Progressive Discipline).

Sec. 3.4; Last Sentence on Pg 9 – Revise as follows (changes in red):

The new employee’s immediate supervisor will then introduce the new hire to the rest of the staff, review his/her job description and scope of position, explain evaluation procedures, and help the new employee get started on specific functions.

→ Sec. 3.7; First Sentence – Reposition right parenthesis to be as follows:

Employees may hold outside jobs in businesses or professions (related or unrelated to the business of the District) as long as the employee meets the performance and attendance standards of his/her job description with the District; and the outside job does not create a conflict of interest

→ Sec. 3.9; First Sentence – Editorial correction of “iis” to “its”:

To ensure that individuals who work for the District are well qualified and have a strong potential to be productive and successful, the District at its discretion may check employment references of applicants.

→ Sec. 3.10; Paragraph Two, Sentence Two – Word correction of “personnel”:

It is the responsibility of each employee to promptly notify his/her immediate supervisor of any changes in personal data, such as the following:

Sec. 4.1; Bulleted Line Item # Six – Clarify limitations:

- Possession of dangerous or unauthorized materials, such as firearms, fireworks, or explosives on District property, in District-owned vehicles, or otherwise in the workplace.

See Sec. 4.8 – My opinion: Florida Concealed Carry Permit holder is “authorized”!

Sec. 4.1; Bulleted Line Item # Fifteen – Clarify conduct violation:

- ... tobacco products in prohibited areas ...

See clarity & legality modifications in Section 4.5!

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→ Sec. 4.4 Sub. A; Paragraph One, Sentence Four – **Insert** missing **word**:

The legal use of prescribed drugs is permitted on the job only if use **does** not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner ...

Sec. 4.4 Sub. E; Paragraph One, Sentence Two – **Modify** wording & punctuation:

To preserve the confidentiality of the employee, results **notification** will be **made** in person **as to whether** the test was negative or positive; and if confirmed positive, what the next step will be.

Sec. 4.4 Sub. E; Paragraph Two, Sentence Two – Generalization **tweak** to word choice:

The employee may also have the same sample retested at **any** laboratory at the employee's cost.

Sec. 4.5; First & Second Paragraphs – **Multiple** **clarity & legality** **modifications**:

District facilities are **designated as** SMOKE-FREE FACILITIES. These facilities include **all** offices, all pool areas, all park **pavilions**, **all fully or partially enclosed areas**, and **all high density gathering areas (such as sport fields during soccer games)**. The use of tobacco products (e.g., cigarettes including e-cigarettes, chewing tobacco, & cigars) is not permitted **within the confines of** District premises except in authorized and designated locations as indicated by a supervisor. Employees will not, however, be discriminated against because they are a smoker or nonsmoker. This policy applies to all employees, residents, vendors, contractors, and visitors. The District will comply with any state laws regarding tobacco usage.

Smoking is only permitted outside of District buildings, provided that it occurs beyond 20 feet of any building entrance, or in **a designated external** smoking area. All materials used for smoking in **these** areas, including cigarette butts and matches, **must** be extinguished and disposed of in appropriate containers. Littering of cigarette butts is considered a reason for a verbal warning. Supervisors will ensure periodic cleanup of the designated smoking areas. Employees who choose to smoke **must do so** within the permitted areas; **and, if doing so interferes with their duty assignments**, must do so on their meal periods or regularly scheduled breaks (one fifteen-minute break in the morning and one in the afternoon). No additional time from work shall be authorized for this activity. Breaks should be staggered to avoid a disruption in service or office operations.

Sec. 4.5; Last Paragraph – **Delete completely!** (A "**feel good**" statement that contributes nothing.)

~~Smoking Cessation Support: The following are a few options available for employees who wish to quit smoking:~~

- ~~• Hospital programs. Check with local hospitals for classes facilitated by trained professionals.~~
- ~~• Self-help pamphlets, books, audiotapes, or videotapes~~
- ~~• Prescription and over-the-counter medications~~
- ~~• Community programs~~

→ Sec. 4.6; Last Paragraph, First Sentence – **Change** **adjective** to **adverb**:

An employee who has three consecutive days of unexcused absences for which he/she has failed to notify his/her immediate supervisor will be considered as having voluntarily terminated employment with the District.

Sec. 4.8; Bullet Group, Item #1, Sentence #2 – **Justify** "**unauthorized**" declaration:

- ... includes visible and **concealed** ..., even ...(if)... owner has obtained the necessary **permits**.
*See Sec. 4.1 - My opinion: Florida **Concealed Carry Permit** holder is "**authorized**"!*

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→ **Sec. 4.9; Bullet Group, Item #2 – Modify** verb tense & **insert** comma punctuation:

- The details, if applicable, of which policies, procedures, or practices the employee believes have been misapplied, or what action the employee feels has been taken against him/her without reasonable cause.

→ **Sec. 4.10 Sub A; Paragraph Two, Sentence One – Change** word from noun to verb form:

... which is intended to **information** an employee when his/her behavior or performance is ...

Sec. 4.10 Sub B Most Serious; Bulleted Item # 6 – Insert clarifying word:

- Possession of **unauthorized** firearms, fireworks, or explosives on District property

→ **Sec. 4.10 Sub E; First & Second Sentences – Split** “maybe” into “may” “be”, then **add** “as”:

... a period generally not to exceed three (3) working days and **may be** given in addition ...

... in situations where no specific instance of conduct is so outrageous **as** to justify termination ...

→ **Sec. 4.10 Sub F – Split** “maybe” into “may” “be”:

... a period not to exceed three (3) working days and **may be** given at the discretion of ...

→ **Sec. 4.10 Sub G; Last Sentence – Change** word “from” to be “for”:

Charges **for** items not returned will be deducted from the last pay cycle.

Sec. 5.3; Paragraph One, Sentence Five – Improve time period definition:

The standard work week consists of five eight-hour days with one unpaid meal period **per day**.

Sec. 5.5; Paragraph Two, Sentence One – Revise wording to remove confusion:

Option1: (delete “or”)

If an emergency **or** situation develops during an employee’s on-call period that requires ...

Option2: (add “any District related”)

If an emergency or **any District related** situation develops during an employee’s on-call ...

~~**SECTION 6: BENEFITS AND SERVICES**~~ – **Redundant** with master “**page-level**” title (**delete**):

(**stand alone** [**see above**]) **First Paragraph – Expand** introduction to **improve** clarity:

District employees should contact FRM **regarding the availability of** benefits programs for regular full-time employees. The existence of these programs does not signify that an employee will necessarily be employed for the **length of time required** to qualify for the benefits included in and administered through these programs.

Sec. 6.1; Second Bulleted Line Item – Revise for statement accuracy and document consistency:

- Regular part-time employees scheduled to work 20 **or more** hours per week

Sec. 6.2; Paragraph Two, Sentence Two – Swap word order to improve readability:

Personal holidays may be restricted or assigned depending on personnel **availability** and the needs of the District.

Pg. 46, 2nd Par (&) Pg. 48, 3rd Par – Discretion called for regarding rules on **sick days** versus **holidays**!

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Sec. 6.2; Paragraph Six – **Minor** corrections in 1st & 3rd sentences; but 2nd sentence is a royal **mess**:

A non-exempt employee who is required to work on a designated holiday will receive **his/her qualified** holiday pay plus the overtime rate for all hours actually worked. **Holiday hours are only the hours included in the calculation for overtime for the week.** Hours worked on a holiday are already paid at an overtime rate.

*Whoever wrote this drank too much Kickapoo joy juice.
It is an ensemble of self-contradictory gobbledygook!*



What is this hodge-podge of words supposed to mean?

Sec. 6.2; Last Paragraph – **Potential** legal issue if no “condition-based” exceptions allowed:
... chooses not to work, he/she will not be paid for the holiday and ...

→ **Sec. 6.3, Pg 48; Paragraph Four, Last Sentence** – **Choice** of words needs to be modified:
The **amount** of sick time taken cannot exceed the amount accrued at the time sick leave begins.

Sec. 6.4; First Paragraph, Third Sentence – **Explain** terminology or **remove** reference:
The employee may elect to pay for his/her portion of medical, dental, vision, prescription drug insurance, medical, or dependent care **flexible spending accounts** using **pre-tax dollars**.
[Contains undefined terms not used anywhere else in document.]

→ **Sec. 6.8; 2nd Bullet Group, 2nd Bullet item** – **Reinsert** missing “not” qualifier:
• The person is **not** entitled to reemployment due to a disability or is no longer qualified for the prior position and employment imposes an undue hardship on the District.

Sec. 6.8, Sub C; Bullet Group, Both Bullet Items – **Entity** identification confirmation:
[Should references be to the District or to FRM ?]

→ **Sec. 6.11; First Paragraph, Second Sentence** – **Reinsert** missing preposition “for”:
... employees are eligible **for** up to 30 work days of paid time off for jury duty or ...

→ **Sec. 6.13; First Paragraph, Second Sentence** – **Either** add or remove one “comma”:
... to opposite-sex marriage partners are legally required, as of January 6, 2015, to extend to ...

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- **Sec. 7.3; Third Sentence** – **Replace** adjective “*these*” with pronoun “*such*” (*agreement & consistency*):
To the extent **such** classes and/or training may interfere with an employee’s job, the employee ...
- Sec. 8.3; Second Sentence** — **Expand** conditional description:
Breaks should be staggered to avoid disrupting the operations of any department **or on-going District activity**.
- **Sec. 8.4; Third Sentence** – **Correct** grammar & compound word structure (*Merriam & Oxford Dictionaries*):
If an emergency arises **that requires** Emergency Medical Services to evaluate the injury/illness of an employee **on-site**, the employee will be responsible for ...
- Sec. 8.6; Paragraph #1, Sentence #1** – **Increase** intensity of descriptive adjective:
The health and safety of every employee, resident, and visitor on District property is of **paramount** importance and is a key part of everyone’s job.
- **Sec. 8.6; Paragraph #5, Sentence #2** – **Delineate** & emphasize prepositional phase parts:
Be constantly alert to potential problems, and immediately report any unsafe conditions to the appropriate supervisor or **to the** District Manager.
- **Sec. 8.6; Paragraph #6, Sentence #2** – **Addition** of connective conjunction “*both*”:
An employee first aid report will need to be completed, which is necessary **both** to comply with laws and to initiate insurance and/or workers’ compensation benefits procedures.
- **Sec. 8.6; Paragraph Seven** – **Substitute** quantifying adjective “*any*” for indefinite article “*an*”:
Any employee who violates safety standards including security protocols, causes hazardous or dangerous situations, or observes but fails to report ...
- Sec. 8.7; Paragraph #5, Sentence #1** – **Replace** “preparation” with “District operation”:
Certain employees may be designated as essential personnel and may be required to remain at work immediately before, during, and/or after an emergency to assist in **District operation**.
- Sec. 8.8; Paragraph Two** – **Include** exception denotation in restrictions declaration:
Examples of non-permissible (**without explicit, written authorization by the District Manager**) forms of solicitation include, but are not limited to, the following:
- Sec. 8.8; Paragraph Three** – **Replace** “*written*” with more encompassing “*in any form*”:
In addition, the posting of solicitations (**in any form**) on District bulletin boards is restricted.
- **Sec. 8.9; Paragraph #1, Sentence #1** – **Insert** “*the*” for grammatical completeness:
The District recognizes that **the** use of computers, email, internet, and telephones make ...
- **Sec. 8.9; Paragraph Two** – **Remove** “comma” between “*hours*” & “*which*” so that text reads as:
Employees may not engage in any personal use of the internet or computers during working *hours which* would adversely affect performance or production.
[Change has significant impact on contextual meaning of sentence.]

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Sec. 8.9; Paragraph Three – Multiple alterations to sentence verbiage (revisions in red):

To ensure compliance with the District's acceptable use policy, the District reserves the right on District owned/issued electronic devices to intercept, review, copy, and/or delete emails conveyed via any email system, including personal emails sent or received by any of its employees. The District also reserves the right to examine any non-District computer hardware or software which has been utilized at the District. No employee should expect any privacy as it relates to computer and/or email usage while at the District.

Sec. 8.9; Paragraph Four – Multiple alterations to sentence verbiage (revisions in red):

Theft or unauthorized use of either tangible or intellectual property will not be tolerated, including unauthorized copying of copyrighted software without permission of the person or organizations holding the copyright. Such action is not only unethical, it is illegal and can subject both the employee and the District to civil and/or criminal prosecution. Any employee who makes or uses an unauthorized copy of software on a District owned/issued electronic device (computer, tablet, phone, etc.) will be subject to disciplinary action, up to and including termination (*Section 4.10, Progressive Discipline*). Any employee who becomes aware of any unauthorized copying or use of licensed software on a District computer should notify the District Manager immediately.

→ Sec. 8.9; Bullet Group, 9th Bullet item – Remove meaningless phase “...specific approval...”:

- Unauthorized use of another's folders, work, files, or disks.

→ Sec. 8.9; Bullet Group, 17th Bullet item – Remove unnecessary adjective “any”:

- Downloading executable files from the Internet without management's approval.

Sec. 8.9; Paragraph #8 – Revise wording and combine two sentences to read as follows:

If an employee needs to obtain information from the internet, he/she must be sure that the material is not protected under copyright laws and must take the necessary anti-virus precautions before downloading or copying any file from the internet.

Sec. 8.10; Paragraph #2, Sentence #1 – Append citation of “form” location in Appendix:

Any employee who receives District equipment will be required to sign a disclosure and authorization (*see Appendix-1 for copy of “Acknowledgment” form*).

→ Sec. 8.10; Last Paragraph, First Sentence – Insert adjective “other” as modifier of “employees”:

Loaning District tools or equipment to other employees or residents is prohibited.

Sec. 8.11; Bullet Group 1, Bullet #8, Sentence #1 – Replace “immediately” with “promptly” and move:

- All incidents in a District-owned vehicle or in a personal vehicle while conducting District business must be reported promptly to the employee's immediate supervisor.

Sec. 9.4; 2nd Paragraph, Last Sentence – Revise and compound form (*Merriam & Oxford Dictionaries*):

... those records are no longer needed on-site and can be provided to the Home Offices of the District Manager for archival storage.

APPENDIX – Structure and listing needs to be ordered and formalized.