

Agenda
Bayshore Gardens Park & Recreation District
Personnel & Salaries Committee Meeting
Wednesday; September 07, 2022, at 7:00 P.M.

1. Roll Call
2. Office Managers Job Duties
3. Additional Items as Needed
4. Adjourn

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
Job Description: District Office Manager **Exempt Salaried Position**
Approved September 17, 2013 Revised _____

The manager is responsible to the Board of Trustees and reports directly to the Chairman of the Board. The manager prepares and delivers month end reports on the status of the Center along with recommendations for future projects and activities to the Board at regular Board meetings. The manager attends monthly and annual Board meetings and is on call for emergencies.

A varied background and experience is necessary to accomplish the duties of the position. This includes bookkeeping, administering office procedures, supervising maintenance and custodial requirements, pool operations, and all personnel. Strong human relation skills are required to deal effectively with the needs and sites of the Bayshore Gardens homeowners and other Recreation Center patrons. The manager must be bondable and approved to act as a Notary Public.

The position is a salaried position. The District Office Manager shall receive a salary approved by the Board of Trustees. All paid holidays and sick days as described in the manual shall apply. Any and all overtime will be paid as comp time.

Detailed job duties and responsibilities include but are not limited to the following:

1. General Management and Administration

- a) Allocate and supervise work in the office
- b) Supervise the use of facilities by residents and clubs, all rental contracts and scheduled use of the recreation center facilities in compliance with Board policy.
- c) Supervise the pool operations including pool attendants, pool scheduling and pool closings
- d) Dockmaster reports marina operations to District Office
- e) Advise trustees on updated state laws and regulations applying to park and recreation districts.
- g) Authorize the purchase of all supplies and maintain all purchase and receipt records.
- h) Keep all monies (except petty cash) in the safe, locked at all times
- i) **Deposit cash and checks on a weekly basis, provided the amount on hand doesn't exceed \$500: \$ _____**
- j) Negotiate everyday contracts for use of facilities according to Board Policy.
- k) Supervise the work of all personnel
- l) Advise and/or train personnel in the performance of their duties
- m) Recommendation to Promote and/or raise pay based on performance to the Chairman of Personnel and Salary
- n) Discuss write ups with Chairman of personnel and Salary prior to administering to employee and placing in employee file.
- o) Complete employee performance reviews on all employees after their first 90 days and then annually on their anniversary date of hire. Complete these reviews in a timely fashion and keep them in the employee's individual file as well as providing a copy to Chairman of Personnel and Salary.
- p) Maintain Public Records, including disposal schedule.
- q) Prepare responses to Public Records Request.
- r) Maintain website
- s) Prepare and cause to be published all mandatory legal notices in compliance with the law.
- t) Prepare and maintain a file in the office at all times of all original documents for any project in progress in the District. .

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Job Description Part Time Financial Services

Approved _____

This position may be contractual or as employee of the District at the discretion of the Board of Trustees.

The responsibilities of the Financial Services Position are as follows.

- a) Serve as head bookkeeper
- b) Maintain current knowledge of all bank accounts and reserve investments
- c) ~~Handle all~~ Prepare Bank deposit for the cash collected, collect bills, maintain bank accounts, post daily receipts, and write all checks including payroll.
- d) Insure that expenditures do not exceed amounts budgeted by the Board. *Any accounts that exceed the budget shall be immediately reported to the Treasurer.*
- e) Reconcile all bank accounts and send copies to the auditor
- f) Prepare month end reports and financial statements to be distributed at monthly Board Meetings. *The reports for the Board will include all funds and expenditures as presented in the approved budget*
- u) Pay taxes and make tax reports
- v) Assist the auditor as needed to complete the year end audit in a timely fashion
- l) Provide financial information to Treasurer

SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Bayshore Gardens and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Bayshore Gardens. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the District, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with the Manager.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, ~~and you are free to resign at any time with a written notice of resignation.~~ Similarly, since Florida is a "right to work" state, Bayshore Gardens is free to conclude its relationship with any employee at any time during the probationary period. Following the probationary period, employees *Bayshore Gardens is* ~~are~~ required to follow with a written explanation the Employment Termination Policy (See Section 3.14).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Bayshore Gardens is a person who regularly works for Bayshore Gardens on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the District who are subject to the control and direction of Bayshore Gardens in the performance of their duties.

EXEMPT

~~Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.~~

Exempt employees must meet the following criteria. Guaranteed minimum pay for any work week in which s/he performs work. Receive at least \$35,705.00 in pay per year, and perform exempt duties such as supervision of at least two other employees. As of 9/1/2022

NON-EXEMPT

Employees whose positions do not meet FLSA criteria ***as stated in the Exempt Employee***, ~~are~~ shall be paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for the District’s health allotment, vacations, and personal days, subject to the terms, conditions, and limitations set by the Board of Trustees.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 40 hours per week.

CASUAL PART-TIME

Employees who are regularly scheduled to work less than 24 hours per week year-round.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the District’s benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Bayshore Gardens is appropriate. When an employee completes the probationary period of 90 days, the employee will be notified of his/her new status with Bayshore Gardens.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bayshore Gardens will be based on merit, qualifications, and abilities. Bayshore Gardens does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Bayshore Gardens will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

~~3.2 NON-DISCLOSURE/CONFIDENTIALITY~~

~~The protection of confidential business information is vital to the interests and success of Bayshore Gardens. Such confidential information includes, but is not limited to, the following examples:~~

- ~~• Compensation data,~~
- ~~• Personnel/Payroll records, and~~
- ~~• Conversations between any persons associated with the District.~~

~~All employees are required to sign a non-disclosure agreement as a condition of employment.~~

~~Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.~~

Although not required by law, if an employee wants to take a lunch, the District permits each employee to schedule this unpaid period as prearranged with his/her Manager so that the absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

While the District does not provide scheduled breaks for employees, they are permitted to breaks as required by your position's duties.

If employees have unexpected personal business to take care of, they must notify the Manager to discuss time away from work and make provisions as necessary. Personal business including personal phone calls will be conducted on the employee's own time.

Employees who abuse the break policy or do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action, documents related to employee performance reviews, and all tax forms for payroll deduction. ***Social Security numbers, phone numbers and home addresses shall be redacted on any copy provided pursuant to a public records request.***

~~Personnel files are the property of Bayshore Gardens, and access to the information is restricted. Management personnel of Bayshore Gardens who have a legitimate reason to review the file are allowed to do so.~~

Employees who wish to review their own file should contact the Manager. With reasonable advance notice, the employee may review his/her personnel file in District's office and in the presence of the **District Office** Manager and either the Chair of Personnel & Salaries or Chairman of the Board. **The employee may receive a copy of his file at no cost to the employee.**

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt District operations. The decision to close the office will be made by the Chairman of the Board of Trustees and/ or Manager.

When the decision is made to close the office, employees will receive official notification from the Manager.

Time off from scheduled work due to emergency closings will be paid for all non-exempt employees.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The Manager will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees on the anniversary of their hire date. The Manager may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the Manager and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and Manager discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and the Manager to make and agree on new goals, skills, and areas for improvement.

Bayshore Gardens directly links wage and salary increases with performance. Employee performance review and planning sessions will have a direct effect on any changes in employee's compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.4, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular annual schedule.

3.12 OUTSIDE EMPLOYMENT

~~Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Bayshore Gardens. Unless an alternative work schedule has been approved by Bayshore Gardens, eEmployees will be subject to the District's scheduling demands, regardless of any existing outside work assignments.~~

Bayshore Garden's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Bayshore Gardens holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Bayshore Gardens expects the employee's Manager to take corrective action.

Corrective action at Bayshore Gardens is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern, increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the Manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Bayshore Gardens considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of District property, the use of District equipment without prior authorization by Management, untruthfulness about personal work history, skills, or training, divulging District business practices, and misrepresentations of Bayshore Gardens to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - involuntary employment termination initiated by Bayshore Gardens.
- **Layoff** - involuntary employment termination initiated by Bayshore Gardens for non-disciplinary reasons.

When ~~an non-exempt~~ employee intends to terminate his/her employment with Bayshore Gardens, ~~he/she shall give Bayshore Gardens~~ ***the employer REQUESTS*** at least two (2) weeks written notice. ~~Exempt employees shall give at least four (4) weeks written notice.~~

Since employment with Bayshore Gardens is based on mutual consent, both the employee and Bayshore Gardens have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.4, Introductory/Probationary Period for New Employees).

The Chairman of the Board of Trustees or the First Vice-Chair has the authority to place a Manager on administrative leave with pay. Should such action be taken, an emergency meeting will be called to determine if the Manager will return to office or be removed. A Manager may be removed from office only by a majority vote of the Board.

Any employee who terminates employment with Bayshore Gardens shall return all files, records, keys, and any other materials that are the property of Bayshore Gardens. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Bayshore Gardens will also be deducted from the employee's final check.

3.15 SAFETY

Bayshore Gardens provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions where necessary
- Meetings
- Bulletin board postings

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Manager (See Section 3.17, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including pregnancy, should notify the Manager of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees must notify the Manager.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

If an employee is injured or becomes ill on the job, Bayshore Gardens shall immediately submit an incident report to the Workers Comp Carrier.

Employees should report the injury/illness immediately but no later than 7 days after injury/illness.

Drugs: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user *without a prescription from a doctor and the employees safety in the work place while taking the prescription, provided to the District office.*

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drugs:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the District's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting District business or being on District property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.7 TOBACCO PRODUCTS

Employees must follow all rules posted in designated nonsmoking areas and adhere to all policies associated with this policy (See Sections 3.7, Break Periods and 3.15, Safety).

4.8 INTERNET USE BY DISTRICT OFFICE AND HEAD OF MAINTENANCE

Employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the District's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the District. Employees may use e-mail when appropriate for District business correspondence.

~~Use of the Internet must not disrupt operation of the District computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.~~

~~Internet messages are public and not private. Bayshore Gardens reserves the right to access and monitor all files and messages on its systems.~~

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to District policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.11, Performance Review/Planning Sessions).

Although the District's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Bayshore Gardens does not grant "cost of living" increases. Performance is the key to wage increases in the District.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

Bayshore Gardens does not pay for extended breaks or time spent on personal matters.

All employees are expected to report for work and begin working on time in accordance with their established work schedule and at the designated work site. Each employee must document his/her work hours on a daily basis. Employees will record hours worked and leave taken and submit a time sheet to the Manager.

For all full time-year around employees work is eight (8) hours per day or forty (40) hours a week.

5.3 OVERTIME: EXEMPT EMPLOYEES

Bayshore Gardens office is open for business 40 hours per week. Overtime is compensated by accruing comp time at the rate of one and one-half times the hours over forty (40) hours of work week. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. All accrued overtime comp time must be used within the current calendar year.

5.3.A OVERTIME: NON-EXEMPT EMPLOYEES

All overtime work performed by an hourly employee must receive the Manager's prior authorization. Overtime worked without prior authorization from the Manager may result in disciplinary action. The Manager's signature on a timesheet authorizes pay for overtime hours worked.

~~All accrued overtime comp time must be used within the current calendar year.~~

5.4 PAYDAYS

All employees are paid biweekly. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the previous day of operation.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the employee will need to see the Manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address upon request accompanied by a self-addressed stamped envelope.

SECTION 6

BENEFITS AND SERVICES

Bayshore Gardens offers a benefits program for its [regular full-time] and [regular part-time] employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 INSURANCE

The District does not have a current insurance benefit plan but offers a monthly allotment for all year-round employees to use towards any insurance program they may have purchased outside Bayshore.

6.2 SOCIAL SECURITY/MEDICARE

Bayshore Gardens withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.