

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Personnel & Salaries Committee Meeting**  
**Wednesday; November 02, 2022, at 7:00 P.M.**

1. Roll Call
2. Personnel 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.

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## 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 Changes will be effective on the dates determined by the District, and after those dates all superseded policies will be null.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.~~

### **3.3 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the District, and prepared for their position. New employee orientation includes an overview of the District history, an explanation of the District core values, vision, and mission, and District goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's Manager then introduces the new hire to staff throughout the District, reviews their job description and scope of position, explains the District's evaluation procedures, and helps the new employee get started on specific functions.

### **3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate our District as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the District have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain District standards for job performance and behavior (See Section 4, Standards of Conduct).

### **3.5 OFFICE HOURS**

Bayshore Gardens office is open for business from 8 a.m. to 4 p.m. Monday through Friday, except for Holidays (See Section 6.5, Holidays).

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Saturday (starting at 12:01 a.m.) through Friday (ending at 12:00 a.m.), unless a Manager makes prior other arrangement with the employee.

### **3.6 LUNCH PERIODS**

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.*

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. Employer shall direct you to a medical provider. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Bayshore Gardens shall call Emergency services. - Furthermore, Bayshore Gardens' employees will not take on the responsibility for transportation of another employee due to liabilities that may occur. Should the injured/ill employee refuse treatment/transportation, a waiver shall be signed by the employee refusing the assistance.

A physician's "return to work" notice may will be required.

### **3.18 BUILDING SECURITY**

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

### **3.19 INSURANCE ON PERSONAL EFFECTS**

Personal property of any value will not be kept on District Property. Bayshore Gardens assumes no risk for any loss or damage to personal property.

### **3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE DISTRICT**

Only authorized persons may purchase supplies in the name of Bayshore Gardens. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Bayshore Gardens or bind Bayshore Gardens by any promise or representation without written approval.

### **3.21 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have prior approval by the Manager. Reimbursements for authorized expenditures under \$50.00 will be issued in the office with the submission of receipts to the Manager. If the amount is more than \$50.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms will be turned in to the Manager. Once a month all mileage reports will be submitted to the Manager for reimbursement.

### **3.22 PARKING**

Employees must park their cars in areas indicated and provided by the District.

### **3.23 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities at Bayshore Gardens, only authorized personnel are allowed in certain areas of the workplace, such as the pool pit, chemical storage areas, maintenance building. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

### **3.24 IMMIGRATION LAW COMPLIANCE**

Bayshore Gardens employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bayshore Gardens within the past three years or if their previous I-9 is no longer retained or valid.

## **SECTION 4**

### **STANDARDS OF CONDUCT**

The work rules and standards of conduct for Bayshore Gardens are important, and the District regards them seriously. All employees will become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the District's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.13, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timecards (See Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse)
- Possession of firearms on the property
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)

- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice)
- Unauthorized use of telephones, or other District-owned equipment (See Section 4.4, Telephone Use)
- Using District equipment for purposes other than business (i.e., playing games on computers, allowing non-personnel to ride on golf cart, mowers etc.)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

#### **4.1 ATTENDANCE/PUNCTUALITY**

The District expects that every employee will be regular and punctual in attendance. This means being at their workstation, ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the District.

If you are unable to report for work for any reason, notify the Manager before regular starting time. You are responsible for speaking directly with the Manager about your absence. It is not acceptable to leave a message on the District's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The District phone number is 941-755-1912.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify the Manager as soon as possible in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the District. Such requests may or may not be granted.

#### **4.2 ABSENCE WITHOUT NOTICE**

If you do not report for work and the District is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform the Manager of the situation immediately.

#### **4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Bayshore Gardens is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise the Manager who will handle the matter in a timely and confidential manner.

#### **4.4 TELEPHONE USE**

The District telephones are intended for the use of serving our customers and in conducting the District's business.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours except for extreme emergencies.

All personal telephone calls should be kept brief to avoid congestion on the telephone line.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.13, Corrective Action).

#### **4.5 PUBLIC IMAGE**

A professional appearance is important anytime an employee comes in contact with customers or potential customers. Employees should be well groomed and appropriately dressed for our business and for their position in particular.

The District allows casual dress, but the following items are considered inappropriate working attire for Bayshore Gardens:

- Spaghetti-strapped shirts
- Short miniskirts or short shorts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Tank tops
- Flip flops

Consult your Manager if you have any questions about appropriate business attire.

#### **4.6 SUBSTANCE ABUSE**

The District is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all employees, regardless of rank or position. The rules apply during working hours to all employees of the District while they are on District premises or elsewhere on District business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on District property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on District property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

**District property:** All District owned, or leased property used by employees.

**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.

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 accounting 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 amount shall be immediately reported to the Treasurer.*
- e) Prepare payroll and take care of direct deposit to each employees account
- f) Prepare expenditure to budgeted items to be distributed at monthly Board
- g) Meetings. *The report for the Board of Trustees monthly meeting format shall be the budget approved by the residents with the addition of a column for year to date expenditures. The report shall include any and all funds of the district including reserves and balances forward. (FS 189.016) This report is in addition to the Quick Books print out*
- h) Prepare and Pay taxes
- i) Assist the auditor/s as needed to complete the year end audit in a timely fashion
- j) Reconcile all bank accounts and send copies to the auditor when requested
- l) Provide Quick Books financial information to Treasurer