



Spring Lake Improvement District

Employee Handbook

Personnel Policies
And Procedures

September 2019~~2016~~

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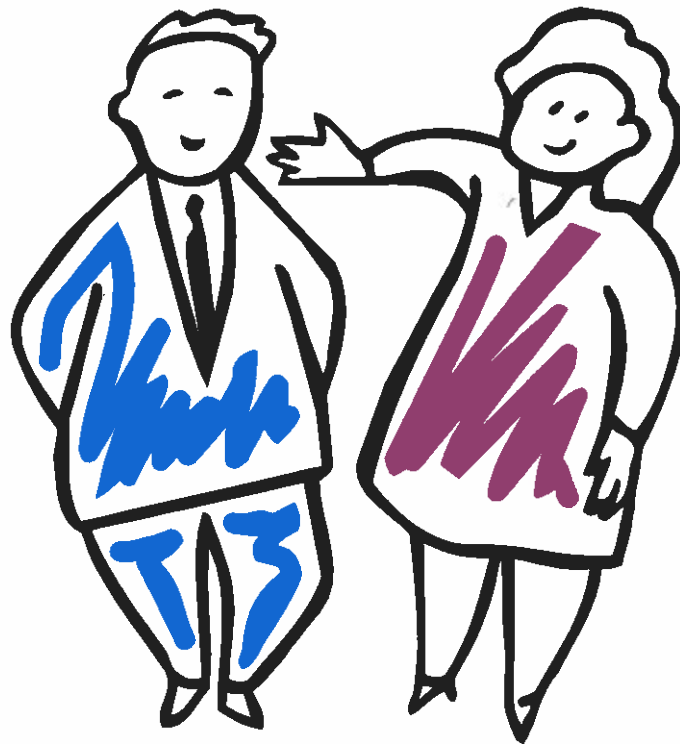
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Welcome & Introduction



Introduction to Handbook 11.01

The policies and procedures in this handbook are intended for employees to get acquainted with Spring Lake Improvement District. It explains some of the District's philosophies and beliefs and describes our

employment guidelines. This will serve as a useful reference document for the employee throughout their employment with the District. This handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Because the District is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions in this handbook, or the policies and procedures on which they may be based, at any time, without advance notice. For this reason, employees will check with the District Administrator to obtain current information regarding the status of any particular policy, procedure, or practice.

This handbook is the property of the District, and it is intended for employee use and reference. Circulation of this handbook outside of the District requires the prior written approval of the District Manager.

The employee shall sign the acknowledgment form that is attached.

District History 11.02

Spring Lake Improvement District (SLID) was created by a Special Act of the State Legislature in 1972. It is a unit of government similar to a municipality. The exception is that the District does not have authority over land use, zoning, development codes, police or fire. Throughout Florida, Special Districts were established to promote development. The District is responsible for the construction, operation and maintenance of the Water Management System for drainage and flood control. It is also responsible for the supply of potable water, operating a wastewater plant, aquatic spraying, street lighting, lot mowing and the operation and maintenance of parks and recreational facilities.

Orientation Period 11.03

11.03.01: All full time employees hired by the District shall complete a 90 day introductory period prior to becoming a regular employee.

The District recruits carefully and believes that it is hiring the best employee for each position. It is, however, to both the District's and the employee's advantage to have an initial period of employment in which the employee has time to appraise the District and job content, and the District has a similar opportunity to appraise the new employee's job performance. Thus, each new employee must satisfactorily complete an introductory period of 90 days, measured from his or her initial date of employment. The employee will not be eligible for, or earn any benefits, during the introductory period. At the District's discretion, the introductory period may be extended one or more times.

During the course of employment, personnel are free to leave District employment at any time for any reason, and the District reserves a similar right. Thus, both employees and the District shall have the right to terminate employment at any time, with or without advance notice and with or without cause. This is called "employment at will".

At the successful completion of the 90-day introductory period, the employee may become a regular employee. The successful completion of the introductory period, however, does not mean that the employee is guaranteed employment for any specific duration, nor does it change the at-will status of regular employment.

Employment Policies & Practices



EEO (Equal Employment Opportunity) 11.04

11.04.01 The District Manager shall review all employment policies and practices during the annual budget process and submit any revisions or changes to the Board.

11.04.02 The District shall provide equal employment opportunity for all applicants and employees.

11.04.03 The District does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, national origin, age, disability, veteran status, or marital status. The District also makes reasonable accommodations for disabled employees. Finally, the District prohibits the harassment of any individual on any of the bases listed above. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

11.05.02 all reports of harassment shall be investigated, the District's Attorney will be contacted, and further investigations conducted by an outside source, with results put in writing; the District assumes no responsibility for the private actions of individuals.

Harassment 11.06

11.06.01 The District is committed to providing a workplace free of sexual harassment as well as harassment based upon such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, disability, or veteran status. The District strongly disapproves and will not tolerate harassment of employees by managers, supervisors, or co-workers. The District shall also attempt to protect employees from harassment by non-employees in the workplace.

11.06.02 Harassment includes verbal, physical, and visual harassment; and creating or maintaining an intimidating or hostile work environment. Some examples include bullying; racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcomed sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

11.06.03 Employees shall report any incident of harassment, including work-related harassment by any District personnel or any other person, promptly to their supervisor; or to any other member of management and/or the District Manager. Supervisors who receive complaints or who observe harassing conduct shall inform the District Manager immediately. The District emphasizes that employees are not required to complain first to their supervisor if that supervisor is the individual who is engaging in harassment. In the event the complaint involves the District Manager, the District's attorney shall be contacted.

11.06.04 every complaint of harassment reported shall be investigated by the District Manager

thoroughly, promptly, and in a confidential manner. The District's attorney shall be contacted and informed. In the event that the District Manager is the subject of the investigation the District's attorney shall conduct the investigation. All investigations of harassment shall be documented.

11.06.05 In the case of District employees, if harassment is established, the District will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With respect to acts of harassment by customers or vendors, corrective action will be taken after consultation with appropriate management personnel.

11.06.06 The District shall not tolerate retaliation against any employee for making a complaint to the District Manager or any other supervisor.

11.06.07 The District assumes no responsibility for the private actions of individuals.

Open-Door 11.07

11.07.01 All employees shall be provided the process to share any workplace concerns

11.07.02 Employees will be encouraged to raise their work-related concerns informally with their immediate supervisors or with any other supervisor of their choice. The District will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential, recognizing, however, that in the course of investigating and resolving the concerns some dissemination of information to others may be appropriate.

11.07.03 Employees are encouraged to raise work-related concerns with their immediate supervisors as soon as possible after the event that causes the concerns. Alternatively, if the employee believes that their immediate supervisor is not the appropriate person with whom to raise the concern, they may raise it with the District Manager or Board Supervisor of their choice.

11.07.04 the employee is encouraged to pursue discussion of their work-related concerns with the person of their choice until the matter is fully resolved. All findings of each case shall be explained to all parties involved. The District believes that employee concerns are best addressed through informal and open communication. No employee shall be disciplined or otherwise penalized for raising a good-faith concern.

Conflicts of Interest 11.08

11.08.01 All employees shall avoid activities or relationships that adversely affect the District's interests or reputation

11.08.02 Activities and relationships employees must avoid include, but are not limited to:

(a) Accepting or soliciting a gift, favor, or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct;

(b) Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job;

(c) Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of SLID'S confidential information;

(d) Accepting employment or compensation that could reasonably be expected to impair the individual's independent judgment in the performance of official duties, and

11.08.03 Employees must disclose actual or potential conflicts to their supervisor as soon as they become aware of them.

11.08.04 Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline, up to and including termination of employment.

Expenditures 11.09

11.09.01 Purchases shall be made according to financial policies established by the District and detailed in section 10.07 of the District Financial Policies and Procedures

11.09.02 only authorized persons may purchase supplies in the name of the Spring Lake Improvement District. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Spring Lake Improvement District or bind the Spring Lake Improvement District by any promise or representation without written approval.

Security 11.10

11.10.01 The District shall annually review security procedures and policies and will not assume responsibility for loss or damage to personal property

11.10.02 PARKING

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

11.10.03 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees ~~and~~, visitors, ~~and the facilities~~ at the Spring Lake Improvement District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

11.10.04 IMMIGRATION LAW COMPLIANCE

The Spring Lake Improvement District 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 the Spring Lake Improvement District within the past three years or if their previous I-9 is no longer retained or valid.

11.10.05 BUILDING SECURITY

All employees who are issued keys to the office or any other District lock are responsible for their safekeeping. These employees will sign a "District Property Receipt" form upon receiving the key. The last employee, or a designated employee, who leaves at the end of the business day assumes the responsibility to ensure that all areas 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. Employees are not allowed on District property after hours without prior authorization from their Supervisor or District Manager.

11.10.06 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. The Spring Lake Improvement District assumes no risk for any loss or damage to personal property.

Emergency Closings 11.11

11.11.01 The District Manager shall authorize emergency closings. In his absence the District Board Chairman shall decide, followed by any other Board Supervisor.

At times, emergencies such as severe weather, fires, or power failures can disrupt District operations. When the decision is made to close the office, employees will receive official notification from their supervisors. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

Compensation



Hours of Work 11.12

11.12.01 The District shall develop and annually review all general compensation areas.

11.12.02 Hours of Work

The District's normal work hours are 8 a.m. to 4:30 p.m., Monday through Friday with a half hour for lunch. Adjustments can be requested and approved by the District Manager.

11.12.03 Breaks

The District recognizes that rest periods of short duration are needed when operating heavy equipment such as the Motrim and Backhoe, and when the use of weed eaters and trimmers are used over long periods of time.

11.12.04 Overtime

Nonexempt employees may not work overtime without the express prior approval of the District Manager.

11.12.05 Paydays

The workweek begins at 12:01 am Monday and ends at 12 midnight the following Sunday. Employees are paid weekly thru direct deposit, unless otherwise authorized by the District Manager. If a payday falls on a holiday, paychecks will be distributed on the preceding workday.

11.12.06 ERRORS IN PAY

The District takes every precaution to avoid errors in employee paychecks; if an error occurs the employee shall notify their supervisor. If an error is found, the employee shall receive an adjustment on the next regular payday.

Time Cards/Clocks 11.13

11.13.01 all non-exempt employees shall record hours of work by using a time card. If you remain on the premises, you are required to punch out and in at lunchtime. If you make a mistake on your card or fail to punch it, tell your Supervisor at once and let him/her correct it. No correction fluid or tape may be used.

11.13.02 DO NOT PUNCH ANY CARD BUT YOUR OWN. Punching another person's time card may subject you to dismissal.

11.13.03 at the conclusion of each work week the employee shall sign their time card acknowledging that the number of hours worked is correct. The Supervisor will round up the total hours to reflect a whole number, not to exceed 40 hours, and Job Function Sheets have been updated and turned in at

Performance & Pay Review 11.14

11.14.01 all employees shall receive performance reviews yearly, or when job junctions require additional reviews. The purpose of the review is to evaluate current level of performance, to examine the progress made since the last review, and to establish goals for the next review.

11.14.02 Although the District's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, the District does not grant annual "cost of living" increases. Performance is the key to wage increases at the District and the Manager approves increases based on the District salary and administration program.

Deductions from Exempt Employee Salaries 11.15

11.15.01 General Statement

These policies apply to salaried, exempt employees only. Subject to the exceptions provided below, a salaried, exempt employee will receive his or her full salary for any workweek in which the employee performs any work without regard to the number of days or hours worked. Thus, for instance, if a salaried, exempt employee is ready, willing, and able to work; his or her salary will not be reduced for time when work is unavailable. Additionally, no deductions will be made for absences due to jury duty, attendance as a witness, or temporary military leave, but the District may offset against salaries amounts an employee receives for jury duty, attendance as a witness, or military leave.

11.15.02 Exceptions to General Statement

- (a) Salaried, exempt employees will receive no salary for workweeks in which they perform no work. (Such workweeks may be covered by vacation or other paid time off policies, however.)
- (b) Deductions from salaries may be made when a salaried, exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
- (c) Deductions from salaries may be made for absences of one or more full days due to sickness or disability (including work-related accidents) if the deduction is made in accordance with the District's plan, policy, or practice of providing compensation for loss of salary due to sickness or disability. Note that such deductions may be made before the employee qualifies for such sick or disability pay, and also may be made after the employee exhausts all sick or disability pay benefits.
- (d) Deductions from salaries may be imposed in good faith for violations of safety rules of major significance, such as rules designed to prevent serious danger in the workplace or to other employees.
- (e) Deductions from salaries may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct rules.
- (f) Full salaries are not due for the week in which an employee starts work or in which his or

employment is terminated if he or she does not work a full week during such weeks. The employee will receive a proportionate amount of his or her full salary, however, to cover time actually worked.

11.15.03 Complaint Procedure

Employees who believe their salaries have been improperly reduced should notify the District Administrator as soon as possible. If an investigation reveals a salary was reduced in error, the District will reimburse the employee for any improper deductions and will take such measures as may be reasonable and prudent to prevent improper deductions in the future.

Employee Classifications 11.16

Proper classification of employees is important to administering salaries, determining eligibility under SLID'S employee benefits plan, and complying with employment and tax laws.

SLID offers part-time, full-time, seasonal and temporary employment opportunities to meet a variety of staffing requirements and accommodate employee needs and preferences. SLID may use agency temporaries and contract workers to respond to changing staff requirements.

11.16.01 All employees – whether full-time, part-time, seasonal or temporary – are classified as exempt or nonexempt for overtime and minimum wage requirements.

11.16.02 Basic employee classifications are as follows:

Full-time regular employees are employees hired to regularly work 40 or more hours each week. Full-time regular employees can be exempt or non- exempt (see below).

Part-time regular employees are employees hired to regularly work fewer than 40 hours per week. Part-time employees can be exempt or nonexempt. In general, employees who are regularly scheduled to work 30 or more hours per week are eligible to participate in SLID'S employee benefits programs. Some benefits are adjusted on a pro-rata basis to account for the employee's reduced working hours

Temporary employees are part-time or full-time employees hired by SLID to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a 12-month period, unless approved by the District Manager. Temporary employees can be exempt or nonexempt.

Seasonal employees are non-exempt employees whom SLID has hired for very specific services for a short amount of time.

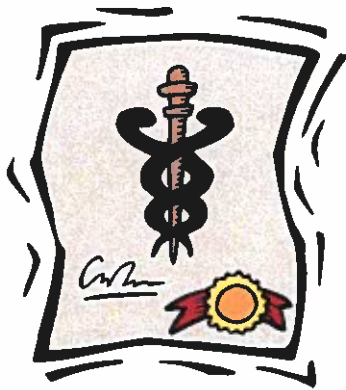
11.16.03 The District classifies each employee or position as exempt or nonexempt:

Exempt employees are not subject to federal and state overtime requirements. An employee is exempt if determined to be an executive, administrative, professional, or computer employee or outside sales representative as defined by the Fair Labor Standards Act.

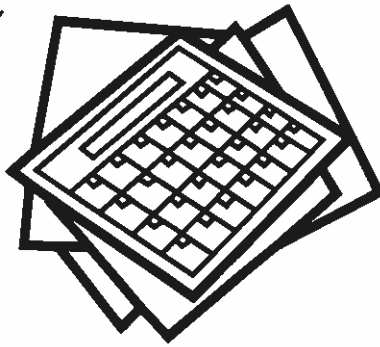
Nonexempt employees are entitled to overtime pay of at least one-and-one-half times their regular rate for hours worked in excess of 40 hours in any workweek. All employees must have overtime

approved in advance by the District Manager. Any employee who is not classified as exempt is nonexempt.

Benefits



Insurance



Leaves of Absence



**Training and
Professional Development**

Employee Benefits 11.17

11.17.01 the employee's paycheck is important, but it does not represent all of the compensation received from the District. Along with wages received each payday, employees also receive a substantial number of benefits that represent real dollars. These benefits include paid vacations, paid holidays, and various types of insurance. If employees have any questions concerning benefits, contact the District Administrator. Employee benefits are available to full-time employees who have successfully completed their 90-day introductory period.

11.17.02 The District shall review benefits on an annual basis, as part of the budget process.

11.17.03 The District reserves the right to change benefits at any time with or without notice, and if there are any discrepancies between a policy and a benefit plan document, the benefit plan document prevails.

Holidays 11.18

11.18.01 The District shall adopt an annual fiscal year holiday schedule that coincides with Highlands County.

11.18.02 When the District observes a holiday during an employee vacation period an additional day will be added.

11.18.03 When a holiday falls on Sunday, the following Monday may be observed as a holiday. Generally, when the holiday falls on Saturday, the Friday preceding may be observed as a holiday.

11.18.04 An employee must be employed and on the District payroll on the regular scheduled work day immediately preceding and following a holiday to receive holiday pay.

Vacation 11.19

11.19.01 The District shall annually review the accrued vacation earnings schedule.

1-5 Years of Service earn 1 vacation day for every 200 hours worked = 10 days

6-10 Years of Service earn 1 vacation day for every 135 hours worked = 15 days

Over 10 Years of Service earn 1 vacation day for every 100 hours worked = 20 days

11.19.02 Vacation days may be accumulated up to a total of 30 days

11.19.03 Vacation pay consists of straight-time pay

11.19.04 Employees must give notice before taking vacation. For vacations of a week or more employees will submit a request 20 days in advance. Shorter absences require anywhere from a week's to a day's notice, depending on the supervisor's need for advance planning and the impact of the employee's absence on the work unit's productivity and overall operations.

11.19.05 in scheduling vacations, SLID tries to accommodate employee preferences. However, employees who request vacation leave during busy periods or at times when co-workers have already requested vacation might need to make alternate plans. If two employees who need to cover for each other have overlapping vacation requests and cannot resolve the matter themselves, their immediate supervisor makes a decision. In making such decisions, supervisors weigh the District's business needs; the timeliness of the requests, the employees' respective seniority, and the amount of time off each employee has taken in the preceding year. The District Manager will handle conflicts.

Health Insurance 11.20

11.20.01 The District shall provide Health Insurance to all full time employees and review coverage's on an annual basis during the budget process.

11.20.02 All employees shall attend a yearly presentation by the District insurance broker to review all health insurance coverage.

11-20-03 Deposits to Health Savings Accounts shall be made in January and July of each fiscal year.

Sick Days 11.21

11.21.01 The District shall establish an accrued sick day schedule and conditions of their use. Sick days may not be taken prior to being accrued. ~~on a yearly basis during the budget process.~~

11.21.02 Employees shall not be paid for any accumulated sick leave.

11.21.03 all regular full-time employees are eligible for 13 days' sick leave per calendar year (one day per 160 hours worked). Regular part-time employees are eligible to accrue sick leave on a pro rata basis. Employees do not accrue sick leave during their introductory periods. Temporary employees are not

eligible to earn or receive sick leave benefits.

11.21.04 Sick leave may be taken for personal illness, emergency, disability, or bereavement.

11.21.05 Hours absent for medical and dental appointments shall be treated as sick leave.

11.21.06 New employees who are absent because of illness or disability during their introductory periods shall not be compensated.

~~**11.21.07** Sick leave may be accumulated up to a total of 30 days.~~

11.21.078 The District retains the right to reject any medical excuse or diagnosis/recommendation offered and to request verification from a licensed medical practitioner designated by the District for any absence due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.

11.21.089 an employee must use all of his or her accrued sick leave and earned vacation during an unpaid family or medical leave. The remainder of the leave will then consist of unpaid leave. For example, an employee who requests a 12-week medical leave but who is entitled to two weeks paid sick leave will be required to take two weeks paid sick leave and 10 weeks unpaid medical leave.

11.21.0910 Use of sick leave for personal (or family) emergencies is subject to the approval of the District Manager. It is the sole responsibility of the employee to contact the District Manager for such use of sick leave.

11.21.101 approved sick leave and authorized absence from work due to a bona fide illness or absence may still result in administrative termination of employment when circumstances prevent the employee from being able to work full time or in a consistently dependable manner.

Life Insurance 11.22

11.22.01 The District shall provide employees a Life Insurance policy in the amount of \$50,000 upon the District's yearly renewal providing the employee has successfully completed their introductory period. Additional coverage is available at the employee's expense thru the Districts AFLAC representative.

11.22.02 The District shall provide all employees a synopsis of the life insurance program on a yearly basis.

Pension 11.23

11.23.01 The District shall provide a Pension Program for those employees who are 21 years old and have two years of service. The District shall contribute 6% of the employee's gross wages to an IRA/SEP self-directed plan. Contributions are made on a quarterly basis to New York Life Mainstay Funds and

vesting is immediate.

11.23.02 Contributions begin from your two year anniversary date and are pro-rated to the first Quarterly payment.

11.23.03 All employees may receive individual consultations with the plan representative yearly.

Unemployment Insurance 11.24

11.24.01 The District shall fully pay unemployment insurance according to the Florida Unemployment Compensation Law.

Bereavement Leave 11.25

11.25.01 The District may allow up to 3 paid days absence due to death in the immediate family of the employee, with approval by the District Manager.

Jury Duty 11.26

11.26.01 While serving on a jury, the District shall pay employees the difference between jury duty pay and what employee would have made had they been at work, up to two (2) weeks per year.

Employees summoned for jury duty must notify their supervisor as soon as possible and submit a copy of the summons.

Military Leave 11.27

11.27.01 The District shall provide military leave according to Federal Employment guidelines.

Employees entering military service while working at the District shall not lose status as a regular

employee and shall be given an unpaid leave of absence for the duration of their initial tour of duty. Time in the service will count toward their District length of service. If the employee is a member of a reserve component of the armed forces, they will be granted unpaid leaves necessary to fulfill the requirements of this affiliation. Employees may use vacation time instead of leave time for this purpose but are not required to do so.

Employees applying for re-employment within the time specified by federal law following an honorable discharge from service will be given employment comparable to the position previously held.

Medical Leave (Non-FMLA) 11.28

11.28.01 The District shall provide Non-FMLA medical leave according to Federal guidelines

Eligible employees may take up to *6 weeks, 8 weeks, 10 weeks, or 12 weeks* unpaid medical leave of absence in any 12 month period for a serious health condition that renders the employee incapable of performing the functions of his or her job. The 12 month period is measured as *a fixed 12 month period for all employees; 12 months measured forward from the first date leave is used; or a rolling 12 month period measured backward from the date leave is used.*

Eligible employees are those who are designated as full time employees and have worked for the District at least 12 months. Employees shall use all accrued leave time including [*vacation, sick leave, personal leave, short term disability or workers' compensation*] during the medical leave of absence.

An employee requesting a medical leave must complete an "Application for Medical Leave Request Form". The completed application must state the reason for the leave, the expected/requested duration of the leave and the starting and ending dates of the leave. Following receipt of a leave request, the District shall notify the employee about whether the requested leave has been approved.

An employee intending to take a medical leave of absence must submit an application for the leave at least 30 days before the leave is to begin. If an employee's leave begins within 30 days, the employee must give notice to *his or her immediate supervisor*, as soon as the necessity for the leave arises.

A "Medical Certification Statement" completed by a health care provider must accompany the application for leave based on the serious health condition of the employee. The certification must state the date on which the serious health condition commenced, probable duration of the condition and the appropriate medical facts regarding the condition. The medical certification must state that the employee cannot perform the functions of his or her job.

The District shall require the medical certification to be submitted prior to or when an employee's leave begins or within 15 days after the leave starting date.

Every effort shall be made to restore an employee to the same position held when the leave began. The District cannot guarantee that an employee will be returned to his or her same former job.

The District shall require an employee taking a medical leave of absence to report every 30 days on his or her status and intent to return to work upon completion of the leave. Employees returning from a medical leave are required to provide certification from a health care provider indicating that the employee is able to resume work. Employees who do not return to work upon the expiration of a medical leave shall be treated as having voluntarily terminated their employment.

Any questions concerning the provisions of this leave policy or the forms associated with a leave under this policy should be directed to the District Manager.

Health-Related Issues 11.29

When employees become aware of any health-related issue they should notify their immediate supervisor and the District Manager of health status.

11.29.01 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.

11.29.02 a leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees shall notify their supervisor and the District Manager.

Workmen's Compensation & Medical 11.30

11.30.01 all employees shall follow the guidelines mandated by the District's program

All employees of the District are covered by Workers' Compensation Insurance in the event of injuries or accidents *while at work*. This insurance provides for compensation for medical expenses and for wages lost due to accidents or illnesses occurring while on the job. The District pays for the full cost of this compensation.

Employees shall report any injury on the day it occurs to their supervisor and the District Administrator so that the necessary forms can be completed. Employees shall report all accidents and injuries regardless of how minor they may seem because they can develop complications later and because the District wants to correct the cause of the accident to prevent future recurrences. If employees are injured while on the job and cannot finish the day, the District will pay for the full day.

In the event an employee requires medical attention, whether injured or becoming ill while at work, the appropriate medical response must be contacted immediately. If it is necessary for the employee to be seen by a doctor or go to the hospital, a family member may be called to transport the employee to the

appropriate facility. If an emergency arises EMS shall be contacted immediately. Furthermore, the Spring Lake Improvement District's employees shall not be responsible for transportation of another employee due to liabilities that may occur.

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

Employee Performance 11.31

11.31.01 The District shall utilize a performance review system and salary administration program for District personnel.

11.31.02 Supervisors shall annually conduct performance reviews and planning sessions with all regular full-time, and regular part-time employees. Supervisors may conduct performance reviews and planning sessions more often if they choose; especially if job functions are revised.

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

11.31.03 The Spring Lake Improvement District directly links wage and salary increases with performance. Performance reviews and planning sessions shall have a direct effect on any changes in compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

11.31.04 new employees shall be reviewed at the end of their introductory periods.

11.31.05 Employees may hold outside jobs or in professions as long as the employee meets the performance standards of their job description with the Spring Lake Improvement District. The Spring Lake Improvement District's office space, equipment, and materials are not to be used for outside employment.

Social Security 11.32

11.32.01 The District shall withhold social security from all employee paychecks according to Federal guidelines. A percentage of employee earnings, fixed by law, are deducted from gross pay each week. This is credited to the employee's account (which carries the same number as a Social Security number), and paid to the Federal Government together with an equal amount currently paid by the District. The Social Security Administration keeps a record of these accumulating amounts and when the employee becomes eligible, upon retirement, they are entitled to monthly cash payments, certain family benefits, and, in the event of death, a lump sum payment.

Training and Professional Development 11.33

11.33.01 The District shall support training and professional development opportunities for all employees

The Spring Lake Improvement District recognizes the value of professional development and personal growth for employees and encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses. Additionally, the District may conduct in-service training and employee awareness meetings that will mandate your attendance.

11.33.02 Department Supervisors shall conduct safety meetings for all employees on a regular basis or as needed.

Work Area Requirements



Dress Codes



Rules of Conduct

Dress Codes 11.34

11.34.01 The District shall provide uniforms to utilities, field, drainage, and parks personnel

Maintaining a professional businesslike appearance is very important to the success of the District. The image we project must demonstrate that we are professional. Appearance is a major element of our image. The District provides uniforms to personnel in certain job areas. A neat professional appearance is expected and all employees should exercise good judgment and dress appropriately for their jobs.

Whether you meet customers or not, you are always a representative of the District. Part of the impression that you make on others depends on your choice of dress, hygiene and courteous behavior.

Rules of Conduct 11.35

11.35.01 The District shall establish rules of conduct and termination guidelines for all employees

11.35.02 Voluntary Termination - The District will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

1. Elects to resign from the District;
2. Fails to return from an approved leave of absence on the date specified by the District; or
3. Fails to report for work without notice to the District for three consecutive days.

11.35.03 Involuntary Termination - An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the District's rules of conduct or policies as set forth below. Notwithstanding this list of rules, the District reserves the right to discharge with or without cause and with or without prior notice.

11.35.04 Termination Due to Reorganizations, Economics, or Lack of Work - From time to time, the District may need to terminate an employee as a consequence of reorganizations, job eliminations, and economic downturns in business, or lack of work. Should the District consider such terminations necessary, the District will attempt to provide all affected employees with advance notice when practical or when required by law. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

11.35.05 Discipline and Rules of Conduct

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet District standards, the District will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, including termination.

The rules set forth below are intended to provide employees with notice of what is expected of them. Such rules cannot identify every type of unacceptable conduct and performance; therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the District, other employees, or customers may also result in disciplinary action.

11.35.06 Job Performance - Employees may be disciplined for poor job performance, including but not limited to the following:

1. Below-average work quality or quantity;
2. Poor attitude (for example, rudeness or lack of cooperation);
3. Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
4. Failure to follow instructions or District procedures; or
5. Failure to follow established safety regulations.

11.35.07 Misconduct - Employees may be disciplined for misconduct, including but not limited to the following:

1. Insubordination;
2. Dishonesty;
3. Theft;
4. Discourtesy;
5. Misusing or destroying District property or the property of another on District premises;
6. Violating conflict of interest rules;
7. Disclosing or using confidential or proprietary information without authorization;
8. Falsifying or altering District records, including the application for employment;
9. Interfering with the work performance of others;
10. Altercations; bullying
11. Harassing, including sexually harassing, employees or customers;
12. Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or controlled substances on District property or while conducting District business;
13. Gambling on District premises or while conducting District business;
14. Sleeping on the job or leaving the job without authorization;
15. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the District, its employees, customers, or property; or
16. Failing to report to the District, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

11.35.08 Attendance - In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

1. Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and
2. Notifying the supervisor in advance of anticipated tardiness or absence.

11.35.09 Discipline Procedure -The District reserves the right to proceed directly to a written warning or to terminate for misconduct or performance deficiency, without resort to prior disciplinary steps, when the District deems such action appropriate. The District Manager will oversee this procedure.

11.35.10 Exit Interview - Employees who leave the District for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with the District, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all District-furnished property, such as uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with the District and for receiving final pay also will be made at this time.

11.35.11 Employment at Will - Nothing in this Guideline is intended to alter the at-will status of employment with the District. Either you or the District may terminate the employment relationship at any time with or without cause and with or without prior notice. The District reserves its right to terminate any employment relationship without resort to the above disciplinary procedures.

Smoking 11.36

11.36.01 SLID is a smoke-free environment. Smoking, chewing, use of e-cigarettes/pipes and other tobacco and nicotine products is not permitted at any time on company property or vehicles. Smoking is not permitted other than in designated areas away from public view.

~~It is our intent to create a smoke-free environment within our District. Smoking is the major preventable cause of premature death today. Nonsmokers are harmed by secondhand smoke. The hazards range from immediate reaction (eye irritation, headaches, and breathing difficulties) to long-term, serious effects — nonsmokers exposed to smoke may develop lung cancer and may lose lung capacity. Some employees already suffer from respiratory diseases, heart diseases or allergies; these especially susceptible individuals may be at risk in a smoke-filled environment.~~

~~The District has designated its facilities, vehicles, and equipment to be non-smoking. Smoking permitted areas are designated in specific areas outside of the building away from public view.~~

11.36.02 The District has designated its facilities, vehicles, and equipment to be non-smoking.

11.36.03 The use or transportation of marijuana for any purpose (including medical use) is prohibited.

Employees who violate this policy on smoking will be subject to the same disciplinary actions that accompany infractions of other District rules, up to and including termination.

Substance Abuse 11.37

11.37.01 The District shall establish guidelines to discourage employee 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 abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. 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.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

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 drug:

- 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.

Vehicles



Driving Standards 11.38

11.38.01 The District shall establish driving standards for the use of all its vehicles and equipment.

All employees shall be required to comply with all traffic regulations, laws, and ordinances in the operation of a motor vehicle while on District business.

Unsafe driving will not be tolerated by SLID.

Driver Regulations 11.39

11.39.01 The District shall establish driver regulations for use of its vehicles and equipment

1. When driving for SLID, personnel are required to wear seat belts at all times.
2. Drivers shall obey all traffic rules, drive courteously, and practice defensive driving techniques.
3. No persons other than on-the-job employees and authorized personnel are permitted to ride in the vehicle, either District-owned or personal car, while on District time.
4. Drivers shall maintain a valid driver's license and valid insurance at all times.
5. Drivers must successfully complete a Background Check before driving for SLID
6. Employees shall immediately report any change in driver's license status, including suspension, revocation, or restriction.
7. Any incident involving the use of a vehicle while working, whether or not it results in any injury to any person or damage to any vehicle or property, and regardless of who is at fault, must be reported immediately to the District Administrator.
8. Personal use of District owned vehicles is prohibited. District owned vehicles may be taken home overnight with prior approval of the District Manager.
9. No driver shall drive any vehicle in the scope of his or her employment for SLID, unless the driver is a named insured or has express written consent of the vehicle owner to operate said vehicle.
10. Drivers shall not operate vehicles that are not in compliance with requirements pertaining to

insurance, maintenance, and safety.

11. Drivers shall not drive District vehicles after having consumed alcohol and/or drugs, including legal drugs, which may impair their ability to operate a motor vehicle.

Personal Vehicle Usage 11.40

11.40.01 The District shall establish guidelines for personal vehicle usage.

Employees may use their personal vehicle for business purposes with approval of the District Manager.

It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for their protection, the protection of any passengers, and the District.

Employees shall be reimbursed for business usage of personal vehicles at the current Board approved rate.

Employees shall not be reimbursed for any repairs to their personal vehicle even if these costs result from business travel.

To be reimbursed for use of a personal vehicle for business, employees must complete an expense report that includes the following: purpose of trip, date, location, and mileage.

Vehicle Guidelines 11.41

11.41.01 The District shall establish requirements for operating a District owned vehicle

In order to serve our customers in the most efficient manner possible, it is essential that certain members of our staff have transportation. Their mobility is required to serve our District both during the normal workday and in the evening and weekends. Assigned vehicles shall be made available to other staff members when possible.

Every staff member operating a District-owned vehicle shall follow the following requirements:

- Every staff member operating a District-owned vehicle must have a valid operator's license.
- In order to operate a District owned vehicle on a regular basis, employees must be approved by the District's insurance company.
- Traffic citations received while operating a District-owned vehicle are the responsibility of the staff member cited. Any such citation must be reported to your supervisor within 24 hours after the incident occurs.
- Seat belts must be used when driving a District-owned vehicle.
- Any accident involving a staff member in a District-owned vehicle must be reported to your supervisor as soon as possible.

- Operating any vehicle while on District business under the influence of or in the presence of alcohol, narcotics, or dangerous drugs is grounds for disciplinary action, including suspension or discharge.
- The use of hand held phones or texting while operating District vehicles or equipment is prohibited.

Travel and Per Diem Expenses 11.42

11.42.01 The District shall adhere to the travel and per diem expenses as outlined and periodically revised in Florida Statute 112.061. A copy of this State policy is available to all employees or supervisors who may require reimbursement of expenses. The Statute allows the Board of Supervisors to establish a mileage and per diem rate for each fiscal year.

11.42.02 The District Manager authorizes and approves all travel and per diem.

11.42.03 appropriate report forms and reimbursement forms are available at the District Office, and must be completed prior to reimbursement, and must be approved by the District Administrator.

Safety Practices 11.43

11.43.01 The District shall adopt safety practices for all personnel

The practice of the District is to provide every practical and reasonable safeguard on all of our equipment and to make every operation as safe as possible. Safety is not merely a matter of safeguards, safety bulletins, or slogans, but the responsibility and careful personal habits of every employee. Any list of safety rules can never apply to every situation, but here are some which must be observed:

11.43.02 Office Personnel

1. Report all unsafe conditions and equipment to your supervisor.
2. Report all accidents, injuries and illnesses to your supervisor.
3. Employees requiring medical treatment for any on-the-job injury shall obtain medical treatment immediately.
4. Means of egress will be kept unblocked, well lighted and unlocked during work hours.
5. In the event of fire, sound alarm and evacuate.
6. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
7. Only trained workers may attempt to respond to a fire or other emergency.
8. Exit doors must comply with fire safety regulations.
9. Stairways should be kept clear of items that can be tipped over and all areas under stairways that are egress routes should not be used to store combustibles.

10. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
11. Aisles must be kept clear at all times.
12. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
13. All spills shall be wiped up immediately.
14. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
15. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
16. Never stack material precariously on top of lockers, file cabinets or other high places.
17. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
18. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
19. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact a supervisor when help is needed to move a heavy object.
20. When carrying material caution should be exercised in watching for and avoiding obstructions, loose material, etc.
21. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
22. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters that are equipped with tip-over switches should be used.
23. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
24. Fans used in work areas should be guarded at all times. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
25. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and possible injury to the user.
26. Cleaning supplies should be stored away from edible items on kitchen shelves and stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
28. All employees will cooperate in accident investigations.
29. There should always be at least one employee on each shift trained in First Aid to handle emergency medical treatment. He/She shall be familiar with procedure in the event of a severe accident.
30. Horseplay, unnecessary boisterous conduct, provoking or engaging in any disturbance is dangerous and is strictly forbidden.
31. Possession, consumption or sale on District property of alcohol or any controlled substance is strictly prohibited.
32. Do not use a chair, boxes, desks, etc. in place of a ladder or step stool.
33. Do not stand on the very top of a ladder or step stool. Heights above 6' follow safety standard guidelines.

11.43.03 Field and Utilities Personnel

1. If you are injured or become ill on the job, seek immediate medical attention.
2. If you see another employee get hurt or became ill, do not attempt to move him/her and seek medical attention.
3. When you see a co-worker doing something unsafe point it out to him/her. If he/she continues to do it, notify your supervisor.
4. All employees will cooperate in accident investigations.
5. If you are aware of any defects or dangerous conditions in the equipment or machinery that might cause injury, do not use and inform your supervisor immediately.
6. Portable electrical equipment and appliances shall be securely placed and guarded to avoid injury to anyone. Regard all loose wires, broken connections, etc. as "HOT". Report these immediately.
7. All work areas are to be kept clean and orderly. All trash must be disposed of in the proper containers.
8. To avoid accidents caused by litter or spills, pick it up or wipe it up.
9. Know the type of liquids you may have to handle in your work. Protect yourself in the manner instructed by your supervisor when handling toxic chemicals, flammable materials or ether liquids.
10. There should always be at least one employee trained in First Aid to handle emergency medical treatment. He/she will be familiar with procedure in the event of a severe accident.
11. Good housekeeping skills require that you clean your workstation thoroughly before you go on to another assignment.
12. Horseplay, unnecessary boisterous conduct, provoking or engaging in any disturbance is dangerous and is strictly forbidden.
13. Possession, consumption, or sale on District property of alcohol or any controlled substance is strictly prohibited.
14. Do not use a chair, boxes, desks, etc. in place of a ladder or step stool.
15. The drawers of desks and file cabinets shall be closed when left unattended and no more than one file drawer should be opened at any time.
16. File cabinets should be properly loaded from bottom drawer up to prevent tipping.
17. In the event of fire, sound alarm and evacuate.
18. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
19. Only trained workers may attempt to respond to a fire or other emergency.
20. Exit doors must comply with fire safety regulations.

Policies



P O L I C I E S

Electronic Communications & Social Media 11.44

11.44.01 The District shall adopt policies for use of electronic communications and social media.

Spring Lake Improvement District (SLID) employee use of electronic communications and various social media shall be to further District goals and to enhance District performance. It shall not negatively reflect upon the employee or the District.

11.44.02 Use of personal cell phones while on-duty is limited to work related or emergency communications only.

11.44.03 Communication via electronic means is to be legal, ethical, and not able to be construed as inappropriate use of work time or District equipment. This includes, but is not limited to: telephone conversations, email, texting, Facebook, Twitter, and Face Time.

11.44.04 All passwords and codes blocking general access to District-owned equipment, work products, or personal job related communication conducted on District time are subject to the District Managers review.

11.44.05 Misuse of District equipment or improper electronic communication on District time is subject to disciplinary action.

Notary Public Policies and Procedures 11.45

11.45.01 Spring Lake Improvement District (SLID) requires the District Administrator and the Administrative Assistant to be licensed Notary Publics to be able to perform notarizations for District business.

11.45.02 The District shall pay all costs associated with becoming or working as a notary public, including license renewal, errors and omissions insurance, annual continuing education training, and all notary supplies.

11.45.03 District Notary-Employees shall not be asked to perform an unlawful notarial act or waive the requirements for proper notarization.

11.45.04 Notary employees shall keep a record of all notarization transactions in a Journal of Notarial

Acts ledger.

11.45.05 as a public service to the residents of Spring Lake the Notary-Employee may notarize documents for individuals included but not limited to the following criteria:

- Documents that do not require the notary to be called upon to witness to the mental capacity of the signer (i.e. wills, living wills, power of attorney)
- Any document that the notary does not feel comfortable signing may be refused

11.45.06 Basic notary services shall be provided free of charge as a courtesy to the residents of Spring Lake.

11.45.07 Should the Notary perform their function as a notary, during non-working hours, off District premises and unrelated to District business and it results in being required to appear to give testimony, that appearance shall be on the employee's time.

Public Information Requests to Employees 11.46

11.46.01 All employees are required to forward the name, address and telephone number of anyone Who approaches the employee with a verbal public information request to the District Manager within 24 hours of receiving such request, or if the request is in writing, then the employee shall forward the written public information request to the District Manager within 24 hours of receipt of such written request.

Contacts



If you have Questions 11.47

CONTACT ANY OF THESE INDIVIDUALS IF YOU HAVE ANY QUESTIONS ABOUT THESE POLICIES OR YOUR BENEFITS

Joe DeCerbo, District Manager
655-1715 Office
655-0686 Home
202-5698 Cell

Bill Nielander
District Attorney
465-8181 Office

Diane Angell, District Administrator
655-1715 Office
~~382-7753 Home~~
273-9195 Cell

Jackie Harris or Desiree Townley
Public Risk Insurance Agency
~~Worker's Compensation~~
1-800-237-6617 Office

~~Melanie Stegall~~~~Robin Riley~~
Public Risk Insurance ~~Advisors~~Agency
~~Independent Bank~~
Hospitalization and Major Medical
386-239-4051 Office
~~386-239-5779 Cell~~

~~Kim Heintz~~
~~Center State Bank~~Highlands

Health Savings Accounts
386-1900 Office

~~Diane Casey~~~~Dina Ashton~~
Aflac Insurance
~~863-382-2076~~~~471-6900~~ Office
~~863-381-2920~~ Cell
Heartland_benefits_inc1@us.aflac.com

Marva Willingham
Washington National
441-1255 Cell

~~Ed Bobbitt~~ or Linda Tewksbury
~~NY Life/Mainstay Pension~~
~~863-763-2108~~ Office
~~863-697-6368~~ Ed's Cell



Acknowledgment Form 11.48

The employee handbook describes important information about this organization, and I understand that I should consult the District Manager or Administrator regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the District Board of Supervisors has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with SLID voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the District or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME
(Typed or Printed)