
WELCOME TO BROWARD COUNTY GOVERNMENT!

We are a diverse and progressive organization comprised of 6,055 employees and more than 50 different agencies. The Broward County Board of County Commissioners provides a wide variety of services to the residents of Broward County ranging from athletic programs to xeriscaping advice, from newborn health care to senior services, from a vibrant and inter- national seaport to a fast growing airport. We cover the landscape on land, in the air and at sea. Founded in 1915, Broward County celebrated 100 years of progress and service to our community in 2015.

BROWARD COUNTY MISSION STATEMENT:

Broward County's mission is to deliver cost-effective and collaborative services to enhance and promote the quality of life for our residents, businesses and visitors.

DISCLAIMER

While Broward County reserves the right to change its employment policies and procedures as well as its benefit programs, this book provides employees with general information about current employment with the County. The information in this booklet is descriptive and summarized and is not intended to be a substitute for County rules and policies nor to replace or modify collective bargaining agreements, benefit plan summary documents, or insurance company Certificates of Coverage; nor is it to be construed as an employment contract. Every effort has been made to ensure that the information is correct. However, the County and its rules and policies are dynamic and may change. If there is any difference between the information in this document and the Civil Service Rules, collective bargaining agreements, the Broward County Administrative Code, the Broward County Code of Ordinances, or any current rules and regulations, the actual policies, rules, code sections and contracts will prevail. The information contained in this book is general in nature and is not intended to give specific advice on benefit elections or income taxes.

AT-WILL EMPLOYMENT

Effective October 1, 2000, all new appointments have been classified as exempt from Civil Service. Appointees are "at will" and serve at the pleasure of the appointing authority, except as provided by any collective bargaining agreements.

EQUAL EMPLOYMENT OPPORTUNITY

The County is committed to its policy of providing equal employment opportunities and equal access to all applicants and employees. Employment decisions are made without regard to an individual's age, color, disability, sex, marital status, gender identity, national origin, pregnancy, political affiliation, race, religion or sexual orientation. This means that employment and promotion decisions will be based only on consideration of the job-related qualifications of applicants and employees and the needs of the County. The County will ensure that all other personnel activities, such as benefits, County-sponsored training, and social or recreational programs are established and administered in the same manner.

HIPAA (Also See We've Got You Covered ebook)

HIPAA stands for the "Health Insurance Portability and Accountability Act" of 1996. The HIPAA administrative simplification provision encouraged the development of a health information system through the establishment of standards and requirements for the electronic transmission of certain health information.

Over the years, the scope of HIPAA was broadened to require the health care industry to adhere to uniform codes and forms when performing specific "electronic transactions", established security and privacy standards to better safeguard people's health care information, and allowed people greater access to their own health care information.

HIPAA also imposed four major administrative requirements on private and government sponsored health plans: Portability, Nondiscrimination, Fraud and Abuse, and Administrative Simplification. The portability provisions generally required health plans to issue certificates of credible coverage that help individuals transfer to a new health plan without the imposition of pre-existing condition exclusions. However, with the passage of the Affordable Care Act, health plans are no longer required to issue certificates of creditable coverage because health plans are prohibited from imposing preexisting condition exclusions for plan years beginning on or after January 1, 2014. The nondiscrimination provision prohibits discrimination in benefits eligibility and premiums based on health status-related factors. The fraud and abuse provision created a national data bank for fraud and abuse information and established new civil and criminal penalties.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) GENERAL AWARENESS

Both non-governmental and governmental entities, such as Broward County, that are subject to the provisions of this federal law must secure and protect the privacy of certain Protected Health Information (PHI). Within Broward County we refer to the County agencies that create, use and disclose PHI when providing treatment, arranging for payment, coordinating benefits, or conducting health care operations as “Covered Programs.” These Covered Programs also perform some or all of the HIPAA covered “electronic transactions.” The following County agencies have been identified as Covered Programs and must comply with the HIPAA regulations: 1) Broward Addiction Recovery Center Division (BARC) which provides substance abuse treatment (healthcare); 2) the Behavioral Health Section of Elderly and Veterans Services Division (EVSD) which provides healthcare; and 3) the Employee Benefits Section of the Human Resources Division (HR Benefits) which provides the employee health plan. Employees within these three County agencies must abide by HIPAA and County HIPAA Policies and Procedures. Employees within these three Covered Programs receive specialized HIPAA training.

There are nine agencies or sections within the County that create, access, use or disclose PHI in support of one or more of the three County Covered Programs. We refer to these nine agencies or sections as “Support Units.” Support Units must comply with the HIPAA regulations and County HIPAA Policies and Procedures when creating, accessing, using or disclosing PHI on behalf of one or more of the three Covered Programs. There are nine Support Units: 1) Enterprise Technology Services (ETS); 2) Office of Intergovernmental Affairs and Professionals Standards (OIAPS); 3) County Attorney (CAO); 4) County Auditors Office; 5) Facilities Management Division (FMD); 6) Office of Evaluation and Planning (OEP); 7) Records Taxes and Treasury (RTT); 8) EVSD-Administrative Section, and 9, Office of Administrative Services-Human Services Department. Employees within the Covered Programs and Support Units receive annual HIPAA Privacy and Security training.

Broward County respects the security and privacy of legally-protected health information, and understands the importance of keeping this information confidential and secure. Broward County and HIPAA require County employees and others who work for a Covered Program or Support Unit to keep all PHI confidential. This includes information about any medical condition, medical testing, medical treatment or surgery, prescription medications, dental treatment or vision treatment or any other procedure related to the health of a client. In addition, employees are prohibited from using or disclosing this information to anyone except those employees who need this information to perform their duties and responsibilities.

It is important to use and disclose the client PHI the County maintains legally and appropriately. Under the law and Broward County Policies and Procedures, there are also sanctions, fines and legal penalties for violations of HIPAA or County HIPAA Policies and Procedures. County employees who violate HIPAA regulations and/or County HIPAA Policies and Procedures may be subjected to disciplinary action, up to and including discharge from employment, and may be subjected to State and Federal civil and criminal penalties. All employees are required to report suspected violations.

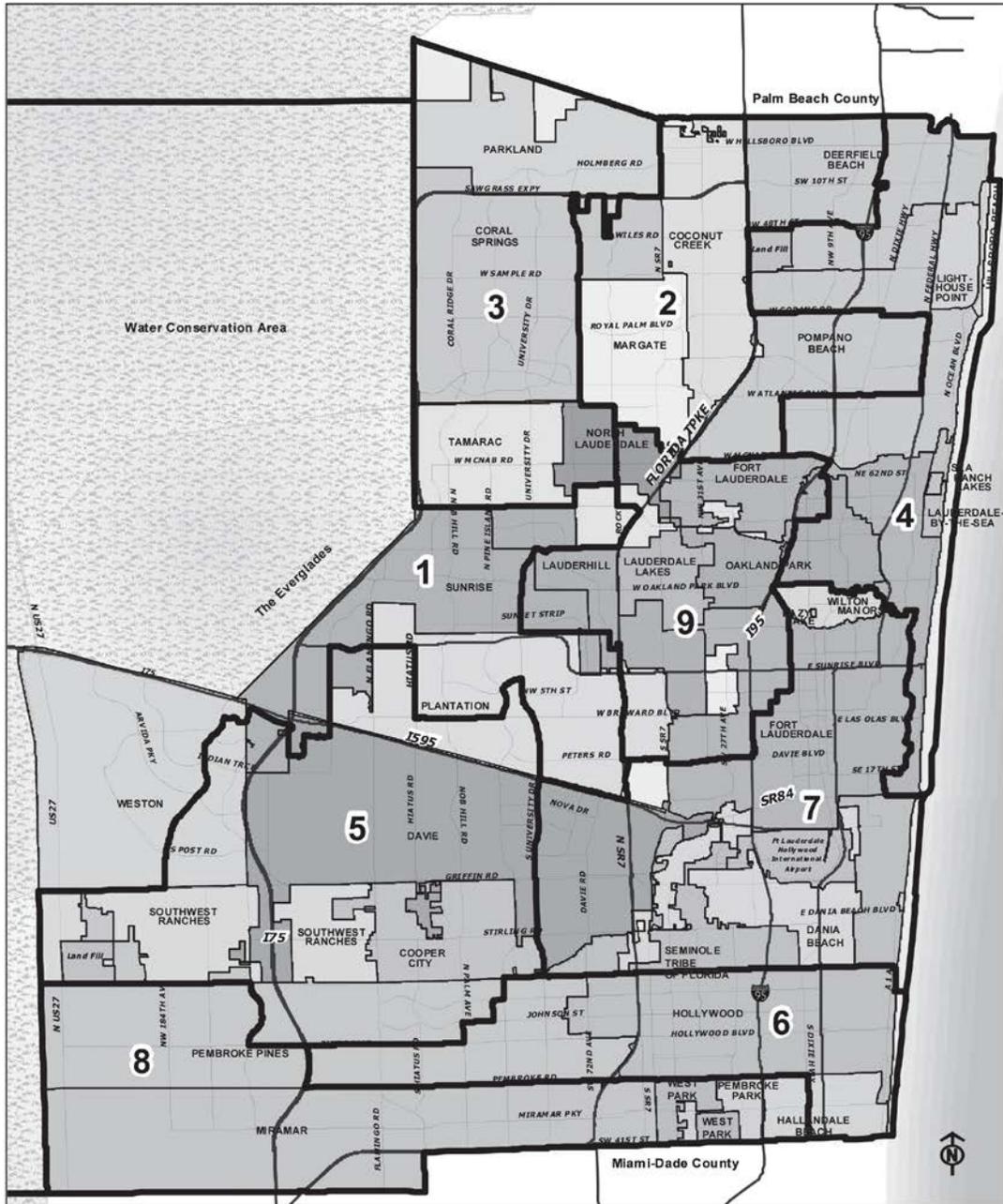
Employees who work for a Covered Program or Support Unit must understand that they are responsible for treating any PHI with which they come into contact according to policies and procedures established by Broward County. If you are unsure as to whether any information you handle is subject to HIPAA, you should ask your supervisor or manager before taking further action.

Employees who do NOT work for a Covered Program or Support Unit must understand that there are other confidentiality rules and regulations that prohibit an employee from disclosing medical information about a client or another employee to another person if the other person is not involved in the processing or handling of the employee’s medical information or is not responsible for supervising the employee.

For more information about HIPAA, or to report suspected violations, employees may contact: Office of Intergovernmental Affairs and Professional Standards, HIPAA Privacy Officer at 954-357-6500.

A Service of the Broward County Board of County Commissioners

2017 COMMISSION DISTRICTS



Mailing address for Commissioners:
Broward County Governmental Center
115 S. Andrews Ave., Room 421
Fort Lauderdale, FL 33301

ABCs Table of Contents

HOW TO USE THIS GUIDE BOOK

The combined ABCs (About Broward County) and Your Benefits and You book is a resource for:

- People considering employment with Broward County
- Current employees

It is divided into two sections:

- ABCs - general employment information in standard "ABC" alphabetical format
- We've Got You Covered ebook - summarizes and describes employee benefit and insurance options

The ABCs of County Employment 2017

A

Accrued Leave

When using accrued leave, an employee must take a minimum of 30 minutes. Before an employee may be considered for leave without pay, all applicable accrued leave balances must be exhausted. (See Leave of Absence Without Pay). Requests for leave must be submitted in advance to the Division for approval and will be granted in accordance with the Division's operational needs. Employees whose positions are covered by a collective bargaining agreement are subject to the provisions of the applicable collective bargaining agreement. Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave procedures may change as *easyPay* as launched countywide. Visit Broward.org/easyPay for updates.

Address Changes

Submit address changes to your division's Payroll Liaison on the Employee Address Change Form. Visit the BrowardEmployee.org and select FORMS>ACCOUNTING>PAYROLL and select Employee Address Change Form.. Check your address on your next ePay statement to make sure the change has been processed correctly. Failure to maintain your current address can delay your receipt of time-sensitive information, such as FRS statements, benefit ID cards and benefit-related information.

Employees who have applied for positions online at Broward.org/Careers need to make the necessary changes to their personal profile online.

Advantage Marketing Program

The Advantage Marketing Program encourages the use of revenue-based opportunities, such as paid advertising, naming rights, co-sponsorships, in-kind exchanges and other creative marketing strategies to generate new revenues, enhance services, offset program costs, and enhance and expand educational outreach opportunities with private sector entities, not-for-profit organizations or other governments. The program sets standards for implementation that protect Broward County's image and ensure an equitable exchange of promotional value. Employees who solicit Advantage Marketing opportunities must receive proper authorization and training, and agencies must report activities annually. For more information, visit the BrowardEmployee.org and select AGENCIES then select PUBLIC COMMUNICATIONS, OFFICE OF, email publicinfo@broward.org, or contact the Office of Public Communications at 954-357-6990.

Alternate Duty

Employees injured in the course of their employment may be provided alternate duty or temporary work assignments consistent with the attending physician's orders during recuperation. Employees are expected to accept alternate duty assignments or face a reduction in worker's compensation benefits.

Americans with Disabilities Act (ADA)

The ADA is a comprehensive civil rights act that prohibits discrimination and ensures equal opportunity for persons with disabilities.

ADA Title I provides protection from disability-based discrimination in all aspects of employment. Qualified

employees or applicants with disabilities may request reasonable accommodations to perform the essential functions of a job. To request a reasonable accommodation, employees should contact the Office of Intergovernmental Affairs and Professional Standards (OIAPS) at 954-357-6500.

ADA Title II requires all County facilities, programs, services and activities to be accessible to individuals with disabilities. To report that a County facility, program, service or activity is inaccessible, contact OIAPS at 954-357-6500.

Additional information about the ADA can be found at Broward.org/Disabilities.

Anniversary Date

The date your employment begins and that date each following year is considered to be your anniversary date. Anniversary dates may change when an employee is promoted, demoted or on leave without pay, as well as for other reasons. Call the Human Resources - Compensation Services Section at 954-357-6438 or email compensation@broward.org for assistance.

Annual Leave

Benefit-eligible employees begin to accrue annual leave immediately upon employment. Employees in part-time 20-plus hour positions accrue annual leave in proportion to their scheduled hours, subject to approval by the Office of Management and Budget. No more than 280 hours of annual leave can be carried over each year.

Benefit-eligible employees whose positions are covered by a collective bargaining agreement should consult their collective bargaining agreement for the applicable annual leave provisions which include accrual rates and rules of request and approval.

Benefit-eligible employees whose positions are **not** covered by a collective bargaining agreement accrue annual leave as shown below:

County Service Accrual Rate

- Less than 5 years: 80 hours per year (3.08 hours per pay period) = 2 weeks*
- 5 to 10 years: 120 hours per year (4.62 hours per pay period) = 3 weeks*
- 10-plus years: 160 hours per year (6.15 hours per pay period) = 4 weeks*

* Based on a regular 40-hour workweek (See Work Schedule)

Annual Leave Cash-Out

Unrepresented Employees: Benefit-eligible employees whose positions are not covered by a collective bargaining agreement (or where a collective bargaining agreement specifically provides for annual leave cash out as described herein) can cash out accrued annual leave once per calendar year up to a maximum before-tax amount of \$4,000. In order to be eligible for cash out, an employee must have used a minimum of 80 hours of leave (job basis and/or annual leave) during the preceding 12 months (calendar year basis). A balance of 40 hours must remain after the cash out.

Represented Employees: Benefit-eligible employees whose positions are covered by a collective bargaining unit can cash out accrued annual leave once each calendar year to pay for expenses related to education or career development and for computer purchases. The maximum before-tax amount that can be cashed out is \$2,000 per calendar year, subject to policy limitations. Employees should consult their collective bargaining agreement for the applicable annual leave cash out provisions.

For information about payout of annual leave upon entering DROP, please contact the Human Resources Division-Employee Benefits Services Section at benefits@broward.org or 954-357-6700..

Annual Leave Cash-Out: Excess

Unrepresented Employees: Benefit-eligible employees who have an accrued annual leave balance in excess of 280 hours at the end of the last pay period of the calendar year shall have all hours beyond 280 hours automatically cashed out provided that the employee has used at least 80 hours of leave (all annual leave or a combination of annual leave and job basis leave) during that calendar year. If an otherwise eligible employee has not used 80 hours of leave during that calendar year, the accrued annual leave in excess of 280 hours will be forfeited. Contact the Human Resources Division - Compensation Services Section at compensation@broward.org or 954-357-6438 for assistance.

Represented Employees: Employees should consult their collective bargaining agreement for the applicable excess annual leave policy. Contact the Human Resources Division - Labor Relations Section at

labor_relations@broward.org or **954-357-6006** with any questions.

At-Will Employment

Effective October 1, 2000, all new appointments have been classified as exempt from Civil Service: appointees are “at will” and serve at the pleasure of the appointing authority, except as provided by any collective bargaining agreements.

Automobile Accidents

Employees involved in an automobile accident while driving in the course of conducting County business must report the accident to their supervisor and to the Risk Management Division immediately. A Loss Notice must be completed within 24 hours of the accident and forwarded to the Risk Management Liability Section at RMDLiabilityClaims@Broward.org. After any accident, the police must be contacted and a police report must be requested and completed. You may contact the Risk Management Liability Claims Manager at 954-357-7220 or 954-357-7215. Contact the Risk Management Division at 954-357-7200 or at RiskMain@broward.org for more information. If a citation is issued in connection with an accident while driving a County vehicle, employees will be represented by the County Attorney’s Office. Also see: Seat Belts.

Automobile Accident Review Committee

This committee reviews accidents involving County vehicles and drivers to determine if accidents could have been prevented. The committee may recommend corrective action to prevent or minimize the frequency or severity of future accidents. The Automobile Accident Review Committee is administered by the Safety and Occupational Health Section of the Risk Management Division.

B

Bargaining Units (See Union Representation)

BC 102-102

The BC 102-102 is the form used for all Human Resource transactions, such as hiring, leaves of absence, promotions and terminations. Employing agencies complete a BC 102-102 and submit it to the Human Resources Division for approval and processing. Questions about the status of such transactions should be forwarded to your Division, which will contact the Human Resources Division or Payroll Central.

Bereavement Leave

Benefit-eligible employees may receive bereavement leave to attend the funeral of a member of their immediate family. Should the funeral occur within the state of Florida, up to three regularly scheduled workdays of paid leave are provided. Should the funeral occur out of the state of Florida, up to five regularly scheduled workdays of paid leave are provided. Employees whose positions are covered by a collective bargaining unit should consult their collective bargaining agreement for the applicable bereavement leave provisions. Immediate family is generally defined as:

- Spouse/registered domestic partner
- Child/stepchild
- Brother/sister
- Stepsister/stepbrother
- Parent/stepparent
- Grandparent
- Grandchild
- Father-in-law/mother-in-law
- Son-in-law/daughter-in-law
- Brother-in-law/sister-in-law
- A person determined by the Human Resources Director to be “in loco parentis” (in the place of a

parent) or another relative domiciled in the employee's household

Breaks

All employees scheduled eight hours per day are entitled to two 15-minute paid breaks. Employees scheduled 10 hours per day are entitled to two 20-minute paid breaks. One break is in the first half of the shift and one break is in the last half of the shift. Part-time 20-plus employees are eligible for paid breaks for the equivalent of each half day worked. Breaks may not be accumulated from day to day or same day to shorten the workday. Employees whose positions are covered by a collective bargaining unit should refer to their applicable collective bargaining agreement for provisions relating to breaks.

Broward County Facts

Broward County is the second largest in population of Florida's 67 counties. It now includes 31 cities, a population of more than 1.85 million and a County budget of \$4.1 billion.

Broward County Government

County government is established under the authority of the State Constitution and the County Charter. The Charter and the Administrative Code established the functions of the County government and the personnel system. These documents are available in most County administrative offices, on Broward County's website, Broward.org and the governmental document section of the Broward County Library. Broward was chartered as a County in October 1915 and celebrated its 100th year in 2015.

Broward News Network

The Broward News Network provides employees with the opportunity to access news about Broward County. *Bing News*, collected from a variety of sources, uses the keywords "Broward County" or "Port Everglades" to filter the news results. In addition, you can view or subscribe to Really Simple Syndication (RSS) feeds from Sun-Sentinel.com and MiamiHerald.com. Also offered is a listing of other popular online media venues many of which have subscription options. To access news or subscribe to an RSS service, go to the BrowardEmployee.org home page and select NEWS>BROWARD NEWS NETWORK.

Bus Passes

Passes for the County's Transit bus system are available to employees at discounted rates. Employees may pay for monthly bus passes through payroll deductions on a pre-tax basis. Contact Broward County Transit at 954-357-6788 for additional information. See also Tri-Rail Passes.

C

Cardholder data environment

The segments of the County's infrastructure which stores, transmits, or processes credit card data. This information is regulated by the Payment Card Standards and must remain compliant with the PCI-DSS.

Career Opportunities (See Job Opportunities)

CAPP (See County Administrative Policies and Procedures)

Civil Service (See At-Will Employment)

COBRA (See We've Got You Covered ebook)

Communications (See Employee Communications)

Compensatory Time (See Overtime)

Computer Software

Broward County employees shall only use software that is properly procured by their Agency in accordance with the license agreement and is to be used for official County business. Failure to comply with this policy may lead to serious disciplinary action, including termination of employment and/or possible civil or criminal charges. Broward County Administrative Code Section 22.147 provides specific rules pertaining to proprietary software purchased

and/or developed by Broward County employees; sales of such software; duplication of licensed software, and actions to be taken in case of violation of such licensed software.

Confidential Data – Information that must be protected against unauthorized disclosure including (a) information that can be linked to individual persons including, but not limited to medical information, personal financial account information, social security numbers, or any data that the disclosure of could reasonably place the subjects at risk, or (b) information otherwise protected as confidential or exempt under Florida public records laws (for example, trade secret materials, security systems information, certain solicitation documents, etc.). **Protection of confidential information is required, and the unauthorized disclosure could result in personal or corporate criminal or civil liability**, as well as cause damage to the County, its employees, or third party's financial standing, employability, insurability or reputation. Confidential Data must be redacted or otherwise withheld in handling public records requests.

Conflict of Interest (See Public Employment, Ethics and Conflict Of Interest)

Consumer Driven Health Plans (CDH) (We've Got You Covered ebook)

Conviction Disclosure

All employees are required to disclose, in writing, to the director of the agency in which they work, any of the following:

- Felony
- Misdemeanor
- Criminal Traffic
- Criminal Infraction

This policy applies to all convictions and/or pleas of nolo contendere (no contest), whether or not adjudication was withheld.

The disclosure must be made in writing to the employing agency Director on the Broward County Criminal History Disclosure Notification form, within five working days of the date of final disposition from the court. The form may be found at BrowardEmployee.org, select FORMS>HUMAN RESOURCES..

The agency Director must consult immediately with the Director of Human Resources to determine if the nature and regency of the conviction or plea of nolo contendere requires follow-up employment actions.

Failure to comply with this requirement may constitute grounds for severe disciplinary action, up to and including termination.

County Administrative Policies and Procedures (CAPP)

The County's policy and procedural guidelines based on the Administrative Code, legal regulations, and compliance standards.

County Cars and Vehicles

Any employee who needs to drive a County or personal vehicle in the course of County business must have a valid Florida driver's license and be authorized to drive by the Safety and Occupational Health Section of the Risk Management Division. In addition, employees may only operate vehicles for which they have been trained and for which they have the proper class of license. See also County Property. Refer also to the County's Safety Manual distributed by the Risk Management Division. See also Driver Authorization.

County Property

Property owned by the County, including vehicles, computers, email, Internet access, software, cell phone/Smartphones/PDAs, telephones, two-way radios, fax or copy machines, etc., is to be used for official County business. Employees are entrusted to use County equipment properly and safely. Any County property under the control of an employee is subject to inspection; therefore, employees should have no expectation of privacy of

personal information or property maintained on or in County issued property or equipment, including desks, lockers, two-way radio communication and computer systems, email or other office equipment. Radio communications may be recorded as part of the business operations. Abuse or misuse of County property may be cause for disciplinary action. See also Sunshine Law.

Credit Union

All County employees and their family members are eligible for membership in the state chartered We Florida Financial (WE), formerly known as City County Credit Union (CCCU). The Credit Union provides members the opportunity to save for the future, take advantage of competitive loan programs and enjoy many free and low-cost services. Employees can also use direct deposit to have their paychecks sent to the Credit Union automatically or arrange for deposits to their Credit Union accounts through payroll deduction.

Accounts are easily accessible through ATM machines located in several County buildings and through Call-24, a bank-by-phone system. WE has eight locations in Broward County. Visit a WE branch to open your account or call WE at 954-745-2400. Contact Payroll Central at payroll@broward.org or 954-357-7190 regarding direct deposit or payroll deduction.

Criminal Background Check

Criminal background checks are conducted by the Safety and Occupational Health Section of the Risk Management Division for new hires and may be conducted for other employment related matters.

Criminal History Disclosure (See Conviction Disclosure)

Customer Service Professional Program

This innovative program builds on basic SUNsational Service® training. Certification is obtained by demonstrating proficiency in seven critical service areas. Learning and Organizational Development courses and computer based training courses are all eligible for acceptance by the Program Administrator. Within each service area, applicants must demonstrate proficiency in three competencies. Contact the Human Resources Division - Learning and Organizational Development Section at LOD_support@broward.org or 954-357-6001 for additional information or visit CSPProgram@broward.org.

D

Deferred Compensation (See We've Got You Covered ebook) **Demotion/Promotion**

(See Job Opportunities)

Dental Insurance (See We've Got You Covered ebook)

Direct Deposit

Direct deposit is the recommended method of receiving your paycheck. With direct deposit, funds are automatically deposited each payday into the account(s) specified by the employee. Direct Deposit forms are available on BrowardEmployee.org. Select t FORMS >ACCOUNTING, Payroll Forms section or contact Payroll Central at payroll@broward.org or 954-357-7190. A small number of employees prefer to have their pay deposited to a rapid!PayCard, which works like a debit card. Check with your Payroll Liaison for more information. See also Pay Period and Payday.

Discrimination (See Equal Employment Opportunity)

Domestic Partner

The Broward County Board of County Commissioners recognizes that there are many individuals who establish and maintain a significant personal, emotional and economic relationship with another individual, often living in a committed family relationship, outside the bounds of traditional marriage. The County has created a system for such relationships to be registered and recognized and extends certain employee benefits to the registered domestic partners of Broward County employees. County employees can elect insurance coverage for their domestic partner and use all forms of leave provided by the County to care for their domestic partner or the dependent of the domestic partner, as applicable. When a Declaration of Domestic Partnership is recorded with the Broward County Records, Taxes, and Treasury Division, it becomes a public record and can be viewed by anyone. Domestic partners must meet the following requirements to register their partnership:

- Each party must be at least 18 years old and competent to contract
- Neither person may be married or a partner in another domestic partner relationship
- Neither person is related to the other by blood
- Neither person's consent to the domestic partner relationship may be obtained by force, duress or fraud
- Each person must agree to be jointly responsible for each other's basic food and shelter
- Both parties must be domiciled in Broward County or one of the parties must be employed by the Broward County Board of County Commissioners
- Neither person has had a different domestic partner within the last thirty days

Provides one of the following documents showing the same address for both Domestic Partners:

- Current mortgage, deed or lease
- Current driver's license or other government-issued photograph identification
- Most recent tax returns
- Current utility bill
- Current joint bank account
- Current designation as a health care surrogate

Information regarding Domestic Partnership Registration may be found online on Broward.org or contact Broward County Records, Taxes, and Treasury Division at 954-831-4000.

Domestic Partner Continuation of Coverage (See We've Got You Covered ebook)

Domestic Violence Leave

In accordance with Florida Statutes, Section 741.313, any County employee employed by the County for at least three months may request and take up to three working days of leave from work in any 12-month period if the employee or a family member or member of an employee's household is the victim of domestic violence or sexual violence. The leave may be paid or unpaid, but an employee must use all applicable paid leave (i.e., annual, personal, sick, and/or other applicable paid leave prior to being eligible for unpaid leave.

Contact the Human Resources Division - Labor Relations Section for full details regarding this policy including applicability, conditions and limitations, leave usage and procedures.

Donated Leave Program (See We've Got You Covered ebook)

Driver Authorization

Employees must receive authorization to drive County or personal vehicles in the course of County business. Authorization to receive mileage reimbursement requires personal insurance limits for driving a personal car on County business. Continued authorization is subject to the maintenance of proper licenses and a satisfactory driving record as reported by the State and County. Continued employment in jobs that require an employee to drive is subject to the maintenance of driver authorization. Refer also to the Safety Handbook "Your Right to Know" on the BrowardEmployee.org under AGENCIES, RISK MANAGEMENT DIVISION. See also County Cars and Vehicles.

Deferred Retirement Options (DROP) (See We've Got You Covered ebook)

Drug-Free Workplace

The County is committed to providing a workplace free from the effects of the misuse or abuse of controlled substances and alcohol. This includes not only drug and alcohol testing but also substance abuse treatment programs coordinated by the Employee Assistance Program (EAP). Some federal and state regulations require random drug and alcohol testing for certain job classifications, such as bus operators and commercial driver's license holders. Such testing is administered by the Human Resources Division - Labor Relations Section. Voluntary self-referral to EAP for substance abuse assessment and referral for treatment is confidential.

E

easyPay

Broward County's new timekeeping and attendance system, *easyPay*, which employees began using in 2014, helps make Broward County's payroll process more efficient and ensures a more accurate, consistent and timely delivery of employee pay. Employees can stay informed about *easyPay* in a variety of ways. Talk to your Payroll Liaison,

visit the website, Broward.org/easyPay, or email easyPay@broward.org.

easyPay is Phase 1 of a larger, enterprise-wide project to integrate Broward County's various systems into a single system. See Enterprise Resource Planning (ERP).

Educational Leave

Paid leave from work is available to benefit-eligible employees attending occupationally related course work or other training not otherwise sponsored by the County, which is only available during working hours. Course work which qualifies for educational leave provides education and/or training which is directly related and clearly needed on the job. Contact the Human Resources Division - Learning and Organizational Development Section at empdevtrain@broward.org or 954-357-7887 for exclusions and additional information.

Electronic Protected Health Information (ePHI)

Protected health information that is created, maintained or transmitted electronically.

Election Leave

Employees working an election are granted up to a maximum of 18 hours of leave per election: up to six hours for training, eight/10 hours for working the election (depending on employee's scheduled work day), and reporting to work up to two hours late the day after the election. Employees are granted up to one hour off for voting on election days when it is not feasible to vote before or after working hours.

Email Signature Policy

All employees are expected to adhere to adopted guidelines for employee email signatures, which represent Broward County to the community, business partners and visitors. Guidelines are located on the BrowardEmployee.org. Select AGENCIES, PUBLIC COMMUNICATIONS, OFFICE OF. If you have questions about the policy, email publicinfo@broward.org or call 954- 357-6990.

Emergency Communication Plan for Employees

The Broward County Emergency Communication Plan for Employees establishes a coordinated and effective plan to communicate general emergency information, work status and work assignments to Broward County employees before, during and after an emergency. This plan uses various means to provide report-to-work status and other information to employees, including the County's website, agency fan-out alerts and/or calling trees, and an Employee Hotline (954-831-8589). All employees are required to read the Emergency Communications Plan for Employees and provide their emergency contact information to their supervisor. For more information, visit Broward.org and select EMPLOYEES.

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, and are expected to perform emergency service duties, as assigned.

Employee Assistance Program (EAP)

The County's EAP provides a variety of services to assist employees experiencing behavioral/mental health, substance abuse or domestic issues. In addition, the EAP provides organizational development activities and interventions; incident debriefings; coaching; and teambuilding exercises. EAP services are available to employees, their families and registered domestic partner. The services are free and completely confidential. For more information or an appointment, email eap@broward.org or call the Employee Assistance Program at 954-357-5600. A variety of self-assessment tools are available on the EAP website. Information is available on BrowardEmployee.org, AGENCIES, SELECT HUMANRESOURCES, then EMPLOYEE ASSISTANCE PROGRAM.

Employee Code of Ethics

Broward County's Employee Code of Ethics provides employees guidance protecting against any conflict of interest and establishes standards for their conduct in situations where conflicts may exist.

The Employee Code of Ethics applies to all County employees, regardless of classification and/or hours of work. A brief summary follows:

Standards of Conduct: County employees are personally and professionally obligated to serve the public with honesty and integrity. It is the responsibility of each County employee to act in a manner that promotes transparency, the public trust and confidence in government. A County employee must avoid the appearance of,

and even the perception of, impropriety in making decisions affecting the operations of County programs.

Conflict of Interest: Avoiding the appearance, perception or reality of a conflict of interest is one of the pillars of the Broward County Employee Code of Ethics and the policies implementing this code. Public employment is not to be used for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts and disclosing, in writing, the existence of a conflict or possible conflict to a supervisor so that decisions can be reviewed or made by others. Refer to the full policy for limitations and exemptions.

Accepting or Soliciting Gifts: A County employee must not accept or solicit any gift, regardless of value, in his/her official capacity. In addition, a County employee must not solicit or accept any gift, in his/her personal or official capacity, that may be reasonably perceived to be given to encourage or discourage the employee from making any decision or taking other action in connection with his/her County employment. A gift given to, or received by, a member of the employee's immediate family is also covered under this prohibition. Refer to the full policy for limitations and exemptions.

Disclosure of Contacts: In order to promote full and complete transparency, any meeting between a County employee and non-County employee in his/her County office or other County government facility must be logged into the Employee Visitor List Administration System. Refer to the full policy for limitations and exemptions.

Acknowledgement of Compliance with Employee Code of Ethics: Central to the standard of ethical conduct is the Board of County Commissioners' policy that no officer or employee has any interest, financial or otherwise, direct or indirect, or engages in any business transaction or professional activity, or incurs any obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Because the confidence of the citizenry is the very foundation for effective Government, and even an unfounded appearance of unethical conduct by a public employee can significantly impair the capability of Government, all employees must acknowledge their compliance with, and understanding of, the County's Employee Code of Ethics and the implementing policies. Acknowledgement is made during the County's OnBoard Broward Orientation and by no later than September 30 every two years thereafter, as part of the County's mandatory Employment Issues training. A record of such completion of acknowledgement is maintained by employee's agency.

Use of Private Facilities: Broward County employees, including elected and appointed officials while acting in their official capacity, may not hold meetings or events at any private facility where policy or practice restricts membership or services on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, age, disability, marital status, political affiliation, or gender identity and expression.

Criminal History Disclosure: All employees are required to disclose, in writing, to the Director of the agency in which they work, any felony or misdemeanor or criminal infraction conviction or plea of nolo contendere ("no contest"), whether or not adjudication was withheld, which occurs subsequent to the effective date of this policy (March 14, 1996). Disclosure must be made using the Criminal History Disclosure Notification Form, found on the BrowardEmployee.org, select FORMS> HUMAN RESOURCES, LABOR RELATIONS, Broward County Criminal Background Disclosure Notification Form.. This disclosure requirement applies even if the action took place in another state. Refer to the full policy for further information on requirements and responsibilities.

Financial Disclosure: County employees in certain job classifications as defined in Chapter 112, Florida Statutes, are required to file financial disclosure information forms annually. This requirement ensures that no incompatible conflicts of interest are present when a public official or employee carries out the responsibilities of his/her office. Compliance with these requirements is considered a condition of continued employment with Broward County. Upon separation from the County, the employee must file Form 1F within 60 days.

Elected Public Office: Guidance is provided to employees seeking elected public office, who are held responsible for avoiding a real or perceived conflict of interest between employment with Broward County and their pursuit of elected public office. Refer to the full policy for guidance on limitations and prohibitions.

Elected Officials or Managerial-level Employees Employing Another County Employee: Any elected official subject to the jurisdiction of the Board of County Commissioners, and any managerial-level employee of Broward County, such as the County Administrator or any Department/Division/Office Director, must not knowingly engage or employ, directly or indirectly, the services of another County employee to perform maintenance or other work on the individual's personal or real property, even though the tools, equipment, or supplies of the County are not involved; the employee's time is his/her own; and he or she is compensated personally by the individual for time and any other expenses. Questions regarding this policy should be directed in writing to the Human Resources Director.

The full Employee Code of Ethics policy is posted on the BrowardEmployee.org. Select HR CORNER>EMPLOYMENT POLICIES AND LAWS, BROWARD COUNTY POLICIES, select Ethics Policy. Questions should be directed to the Human Resources Division - Labor Relations Section at

labor_relations@broward.org or 954-357-6006.

Employee Communications

Broward County uses a variety of ways to distribute information to employees:

BrowardEmployee.org - The employee Intranet site is your connection to employee information online, including employee phone numbers, access to the Commission Meeting webcast, and convenient links to forms and other resources. Several agencies have comprehensive websites on the BrowardEmployee.org. The BrowardEmployee.org home page is updated daily with agency events and activities, learning opportunities, benefits information, employee discounts and more. Employees are encouraged to visit often to stay current with the latest County news and happenings.

Access.BrowardEmployee.org – Access.BrowardEmployee.org is a secure employee website that provides access to employee information inside or outside the Broward County network, anytime and anywhere, from a work or home computer, smartphone or mobile device with access to the internet. BrowardEmployee.org gives you access to: your ePay Statement, the BrowardEmployee.org, promotional opportunities, employee learning opportunities, training opportunities, web mail and more. Every Broward County employee receives a user name and password that allows access to BrowardEmployee.org.

Sun eNews – This weekly e-newsletter for employees is distributed via email each Tuesday, and as news breaks. The latest issue is always posted on the BrowardEmployee.org under NEWS.

eCountyLine – This monthly e-news magazine is for and about employees, with special sections for employee benefits information, learning opportunities, helpful tips on going green, and important security and technology updates. The latest issue is always posted on the BrowardEmployee.org under NEWS.

BCTV – Employee-related monitor programming is available on strategically placed television monitors in County government facilities, including the wellness centers. Content is updated weekly. If you are not in a location with a monitor, a link to updated programming is also included in Sun eNews.

Employees are encouraged to submit photos and items of interest for these outlets. For more information, contact the Office of Public Communications at publicinfo@broward.org or 954-357-6990.

Employee Discount Program

Local attractions and area retailers make special offers and discounts available to Broward County employees on a variety of products and services. To view current offers, visit the BrowardEmployee.org and select EMPLOYEE ACTIVITIES section. Look for announcements about new discounts in Sun eNews. The Employee Discounts page is also accessible anytime, anywhere, through the BrowardEmployee.org from Access.BrowardEmployee.org. For more information, contact the Office of Public Communications at publicinfo@broward.org or 954-357-6990.

Employee Identification/Security Badges

All new employees are issued Identification/Security Badges by Facilities Management Division Security Office (FMD Security). The new employee or the employee's supervisor will complete and submit a Request for ID/Security Badge Form (the Request Form) to the employing agency's director or designee. Following validation (initial approval) from the agency's Director or designee, FMD Security will approve, process, and issue an employee ID/Security Badge. The Request Form is located on BrowardEmployee.org under FORMS>FACILITIES MANAGEMENT, Access Card Request/Update Form and Procedures.

New County employees seeking electronic access on the County's ID/Security Badge are required to have an employee number. FMD Security may issue an ID/Security Badge but will withhold access assignments until the new employee obtains and provides an employee number to FMD Security.

Employees are expected to have their ID/Security Badge in their possession and visible at all times during work hours. Authorized badge holders shall not use their badges to facilitate access to others into and throughout secured buildings or areas.

Employee ID/Security Badges are the property of Broward County and must be returned upon completion of employment, assignment, or upon request. The employee is required to report the loss of the badge immediately to FMD Security at 954-357-6000. FMD Security can be reached - 24 hours a day, Monday through Sunday.

Employees requesting a replacement badge, new access, or access change, should also complete the Request Form on BrowardEmployee.org under FORMS>FACILITIES MANAGEMENT, Access Card Request/Update Form and Procedures. Replacement for lost badges will be issued at a replacement cost (currently \$15.00).

Employee Recognition Programs

Employee recognition is the key to achieving organizational excellence.

Broward County government is dedicated to providing “Our Best. Nothing Less.” To learn about these employee recognition programs visit BrowardEmployee.org, AGENCIES, HUMAN RESOURCES DIVISION, EMPLOYEE RECOGNITION

Employee Service Recognition

The County honors full-time employees upon the completion of continuous benefit-eligible service in five-year increments:

- At five years of service, a certificate is sent to the Division.
- At 10- and 15-years of service, the Division is notified and eligible employees are invited to attend a brief ceremony where certificates are presented by the County Administrator or a designee.
- Beginning with the completion of 20, 25, and 30 years of service, and continuing in five-year increments, eligible employees are invited to attend a Commission meeting where they are presented with a certificate. Employees who have attained a service plateau of 20, 25 or 30 years, and continuing in five-year increments, will receive a Board-granted one-time addition of one day to their annual leave accrual.

The program is administered by the Human Resources Division - Compensation Services Section. Recognized employees are featured on BCTV and identified under Service Anniversaries on the BrowardEmployee.org UNDER GALLERIES..

Employee Welfare

The Employee Welfare Unit (EWU) is part of the Broward Emergency Response Team. Employee Welfare works with department Employee Welfare Coordinators to assist Broward County staff in their recovery from major emergency events. In an emergency, the Employee Welfare Unit and the Department Coordinators helps match resources with employee needs.

******Employment Examination/Testing**

Employees may be allowed to participate in County employment examinations (Advisory and Diagnostic Testing), subject to supervisor’s approval, during work hours without loss of pay. After applying for a job, the employee may be informed about the required exam(s) and the examination deadlines, when applicable. Most exams are conducted in the Broward County Test Center located at Broward County Governmental Center, Fifth Floor, Room 509, 115 S. Andrews Ave., Fort Lauderdale, FL 33301. The Test Center is open Monday through Friday from 9:00 a.m. to 5:00 p.m., excluding holidays. To allow sufficient time for completion of multiple exams, please arrive no later than 3:30 p.m.

Employment Issues Training

All newly hired employees are required to attend “Employment Issues New Hire: How Does This Affect Me?” within one year from their date of hire. This 3-1/2 hour class will introduce employees to key policies and offers a forum for discussion and questions. Thereafter, employees are required to complete an Employment Issues refresher training class offered in odd-numbered fiscal years. The Human Resources Division - Learning and Organizational Development Section offers refresher courses through online training. Each employee’s training transcript serves as the official record of completion of this mandated training.

Everyone is responsible for helping Broward County Government maintain a safe working environment that is free from all forms of discrimination, harassment and retaliation. It is also the County’s expectation that employees will serve the public with honesty and integrity.

Employment of Relatives (See Nepotism)

Enterprise Technology Services (ETS) and Resources Acceptable Use

As a precondition to using the County email and Internet services, County employees must read and acknowledge an understanding of the County’s Email, Mobile Communication Devices and Internet Usage Policies.

County IT resources, including storage resources, email, Internet, Intranet and extranet access and instant messaging (IM), desktop and laptop computers, mobile devices, two-way radios and other peripheral devices, data and voice communications equipment (including wireless), leased or purchased by Broward County, are to be used for County business purposes only. This hardware may not be used for personal business or for non-governmental purposes including knowingly connecting to the Broward County wireless Hot Spot (BCPublic), other wireless Hot

Spots or PROXIES for the purposes of bypassing the County network safeguards. County data must not be stored on external Cloud or network storage services without prior approval by the CIO or CIO designee.

Employees must not use County email addresses to send or receive personal emails. County email is considered a public record and is subject to the Public Records Act. See also Public Records. Further, employees must never use personal email addresses to conduct County official business because of potential liability and security risks to County confidential information.

When connecting to the County systems with your mobile device, you must agree to comply with the County's Information Security policies and guidelines. This may include adherence to a Mobile Device Management (MDM) policy/application, governing the security controls and procedures for mobile devices accessing the County network and/or data.

Employees must observe the following guidelines to protect County information when using employee owned (personal) mobile devices to access County systems and resources:

- Never share County information with anyone else who do not have a need to know.
- Protect the device with a complex password or equivalent access control.
- Set the screen lock timer to three minutes or less.
- Physically secure the device.
- Maintain current manufacturer's software updates.
- Text messaging of non-transitory data is prohibited. Prohibited uses include:
 - to formalize or perpetuate knowledge;
 - to set policy or to establish guidelines or procedures;
 - to certify a transaction.
- Any text message or use of other communications platforms including personal email containing official County business shall be forwarded to a County email address for preservation of the record.
- Storing confidential or official County information, including Health Insurance Portability and Accountability (HIPAA), Electronic Protected Health Information (ePHI), information is prohibited. See also Health Insurance Portability and Accountability Act (HIPAA).
- Modifying or bypassing the device software provided by the manufacturer/vendor in any way that violates the licensing agreement or compromises the security of the operating system or software applications is prohibited.
- After contacting your service provider, notify the ETS Service Desk during normal business hours, to report lost, stolen, compromised, or replaced personal mobile devices that were used to connect to County Systems.
- County is not responsible or liable for your personal device, its contents, service fees or replacement costs.

Employees should have no expectation of privacy when using County IT services and resources. County licensed software must be used in accordance with the provisions of the particular license agreement. Inappropriate use of County IT services including email and instant messaging to transmit information that includes racial, religious or gender epithets, obscene material or materials, or for the personal benefit of individuals, is prohibited. Any employee learning of misuse of County IT services or resources must notify in writing the department, division, or office director of the involved employee(s). Employees may be subject to serious disciplinary action for violation of these policies, including possible termination. Please see County CAPP policies and procedures for further information.

Equal Employment Opportunity

The County is committed to its policy of providing equal employment opportunities and equal access to all applicants and employees. Employment decisions are made without regard to an individual's race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, political affiliation, familial status, pregnancy, or gender identity and expression.

This means that employment and promotion decisions will be based only on consideration of the job-related qualifications of applicants and employees and the needs of the County. The County will ensure that all other personnel activities, such as benefits, County-sponsored training, and social or recreational programs are established and administered in the same manner.

Retaliation against individuals who exercise their rights or file a complaint under the County's Equal Opportunity

Policy is also prohibited.

Any person who believes that he or she has been discriminated against based on any of the above categories may file an internal complaint with the Office of Intergovernmental Affairs and Professional Standards (OIAPS) at 954-357-6500.

For more information about the OIAPS, please visit: Broward.org/Intergovernmental.

Enterprise Resource Planning (ERP)

Broward County's Enterprise Resource Planning (ERP) project is an enterprise-wide initiative, administered by the Enterprise Technology Services (ETS) through an ERP Project Office. An ERP system is software that replaces many standalone systems of individual departments and offices – such as finance, budget, purchasing, project and grants management, payroll, recruitment and human resource management – and integrates the functions and the business rules into a single system. The ERP project was officially launched in August 2014 and will span 51 months, in three rollout phases. The initial phase Rollout 1 launched on April 4, 2016 consisted of the finance, purchasing modules. ERP Rollout 2, 2017 will consist of human resources, payroll, budget planning, and some additional financial/purchasing modules. Rollout 3, with an estimated start date of January 2018, will consist of learning management, performance measurement and employee self-service modules. Upon completion of the ERP project the County will have integrated systems throughout and improved efficiencies in our operations and the way we do business. Employees who require access to the ERP systems must complete necessary training and submit an agency approved user access request form to the Enterprise Technology Services / ERP Security Team.

For more information about the ERP, please visit: access.browardemployeebrowardemployeeBrowardEmployee.org and select Enterprise Resource Planning (ERP) or email ERPInfo@broward.org.

Ethics (See Employee Code of Ethics)

Exclusion from Civil Service

“Any and all positions in classification currently included in the Classified Civil Service of the County which are vacant as of October 1, 2000, and that become vacant thereafter, shall be exempt from Civil Service; Any incumbent in a position included in the Civil Service Classification of the County as of October 1, 2000, shall maintain their Civil Service status unless the employee accepts an appointment to an exempt position or upon making an informed decision, free from coercion, to voluntarily waive Civil Service status.” Resolution 2000-1113, Adopted 9/12/2000

F

Facilitation Skills Training Program and Broward County Facilitators Group

Broward County employees can apply through the Human Resources Division - Learning and Organizational Development Section to participate in the Facilitation Skills Training (FST) Program. Selected participants are required to complete six modules of coursework and field work facilitation delivery to agencies requesting facilitation services.

Broward County Facilitators (BCF) are graduates of the Facilitation Skills Training Program. The facilitators design and deliver two facilitation events a year for Broward County agencies on a no fee basis in order to maintain their BCF status. Facilitation services provided assist Broward County agencies with assessment, analysis, visioning, planning and process mapping.

FST and BCF facilitators are volunteers who perform all facilitation work in addition to their regular work duties. In return, they receive facilitation skill development and opportunities to demonstrate leadership and build credibility within the organization.

These programs are administered by the Human Resources Division - Learning and Organizational Development Section.

Fair Labor Standards Act (FLSA) (See Also Overtime)

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage (currently \$7.25 per hour) for all hours worked, and overtime paid at time and one-half the regular rate of pay for all hours worked more than 40 hours in a workweek. However, employees who meet certain tests regarding their job duties and who are paid on a salaried basis not less than \$455 per week are exempt from the FLSA's overtime provisions.

It is the County's policy to comply with the FLSA's overtime provisions. Therefore, the County prohibits any improper deductions from the salaries of employees who are exempt from the FLSA's overtime provisions. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the affected employee shall be reimbursed.

Any FLSA exempt employee who believes that he/she has been subjected to an improper pay deduction shall notify the Director of Human Resources in writing within 30 calendar days of the date when he/she knew, or should have known, of the alleged improper pay deduction. The written notification should describe specifically the basis of the alleged improper pay deduction. The Director of Human Resources will review the circumstances and make a written determination within 30 calendar days of receipt of the notice. In the event it is determined that an FLSA exempt employee's pay has been deducted improperly, the affected employee shall be reimbursed.

All questions concerning FLSA should be referred to the Human Resources Division - Compensation Services Section at compensation@broward.org or 954-357-6438.

Family Illness Leave

Employees may use up to 40 hours of accrued sick leave in a calendar year as Family Illness Leave in the case of actual illness or injury of an immediate family member, domestic partner or dependents of the employee's domestic partner. Immediate family is generally defined as:

- spouse/registered domestic partner
- child/stepchild/foster child
- parent or "in loco parentis"
- or another relative domiciled in the employee's household

Employees whose positions are covered by a collective bargaining unit should consult their applicable collective bargaining agreement for applicable Family Illness Leave Provisions.

** Note: Family Illness Leave is not an addition to employee accrued sick leave. Use of Family Illness Leave is subject to the employee's available sick balance, not to exceed 40 hours in a calendar year, and will be deducted from that balance.*

Family Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), as amended; it is the policy of Broward County to grant up to 12 weeks of Family and Medical Leave due to a serious health condition; to care for specific family members, or Military Exigency Leave, during a 12-month period to eligible employees. FMLA Leave is also granted for Military Caregiver Leave which provides granting up to 26 weeks of leave to care for a covered service member with a serious injury or illness.

Employees are eligible if they have worked for Broward County for at least 12 months or 52 weeks; and have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to begin. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by the employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee. Under FMLA, the 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment with a break in service exceeding seven years will be counted only if due to National Guard or Reserve military service obligations, or when there is a mandatory rehire/recall provision in the applicable collective bargaining unit agreement. To qualify as FMLA leave, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement
- To care for a spouse, registered domestic partner, child or parent with a Serious Health Condition
- The Serious Health Condition of the employee
- Military Exigency Leave due to a covered family member's active duty or call to active duty in the National Guard or Reserves
- Military Caregiver Leave to care for an injured or ill service member

Serious Health Condition (non-military): is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This type of leave is counted toward the employee's 12-week maximum of FMLA leave in a 12-month period and medical

certification of the serious health condition must be provided.

If a husband and wife or both registered domestic partners work for the County, and each wishes to take leave for the birth of a child, adoption of a child, or placement of a child in foster care; or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife or both registered domestic partners may only take a combined total of 12 weeks of leave.

Spouse means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either: 1) Was entered into in a State that recognizes such marriages; or 2) If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State

Military Exigency Leave: An employee whose spouse, registered domestic partner, son, daughter or parent either has been notified of an impending call or order to active military duty in a foreign country, or who is already on active duty in a foreign country in the National Guard or Reserves, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service, as listed below:

- Short-Notice Deployment
- Military Events and Related Activities
- Childcare and School Activities
- Financial and Legal Arrangements
- Counseling
- Rest and Recuperation
- Post-Deployment Activities
- Parental Care Leave (To provide care of a parent of a military member who is the spouse, registered domestic partner, parent or child of an employee. Military member must be on active duty or impending call to active duty in a foreign country)
- Certain Additional Activities arising out of a covered military member's active duty or call to active duty.

This type of leave is counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

Military Caregiver Leave: This is the only type of FMLA leave that may extend an employee's leave entitlement from 12 weeks up to 26 weeks in a single 12-month period, measured forward, beginning on the first day the employee takes the leave. FMLA leave taken for other FMLA circumstances within the same single 12-month period will be deducted from the available total of 26 weeks.

This leave is extended to any employee to care for a spouse, registered domestic partner, son, daughter, parent or next-of-kin (closest blood relative) who is a service member in the regular Armed Forces, National Guard or Military Reserves with a serious illness or injury incurred in the line of duty on active duty for which the service member is:

- Undergoing medical treatment, recuperation or therapy for a serious injury or illness; or
- Otherwise in outpatient status for a serious injury or illness; or
- Otherwise on the temporary disability retired list for a serious injury or illness; or
- An honorably discharged or released veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness, and who was a member of the regular Armed Forces, National Guard or Military Reserves at any time during the five-year period preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Serious injury or illness: one that was incurred by a covered service member in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the regular Armed Forces, National Guard or Military Reserves) that may render the service member medically unfit to perform the duties of his/her office, grade, rank or rating. In the case of a covered veteran, serious injury or illness means one that was incurred by a service member in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the regular Armed Forces, National Guard or Military Reserves) and that manifested itself before or after the member became a veteran.

Employees requesting this type of FMLA leave must provide medical certification of the family member, registered domestic partner, or next-of-kin's serious illness, injury, recovery or need for care from an authorized Department

of Defense, Veterans Administration, TRICARE, or other health care provider as defined in §825.15 of the Family and Medical Leave Act of 1993, as amended.

If both spouses or both registered domestic partners work for Broward County and each wishes to take FMLA leave to care for a covered injured or ill service member, both spouses or both registered domestic partners may only take a combined total of 26 weeks of FMLA leave.

Use of Paid and Unpaid Leave: FMLA provides that, at the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. The law also permits the employer to require use of paid leave concurrently with FMLA. Broward County requires use of all applicable and available paid leave for an FMLA event prior to leave without pay. Contact Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for further information regarding use of applicable accrued leave.

Advanced Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if these requirements are not met.

When the need for leave is foreseeable, the employee must provide 30 days advance notice. Broward County requires certification to support a request for leave because of:

- A serious health condition: The County may require second or third opinions (at the County's expense) and a fitness-for-duty report to return to work
- A serious injury or illness of a covered service member: Medical certification must be provided by an authorized Department of Defense, Veterans Administration, TRICARE, or other health care provider as defined in §825.15 of the Family and Medical Leave Act of 1993, as amended.
- A qualifying exigency for military family leave: The County requires certification of one of eight qualifying exigencies with proof of the federal government's call to active duty or active duty status of a qualifying family member in the National Guard or Reserves to meet certification requirements for approved FMLA Military Exigency Leave.

Broward County will provide employees two notices following a request for FMLA leave:

- Notice of Eligibility and Rights and Responsibilities: Provides notice of employee's eligibility, rights and responsibilities under FMLA; and
- Designation Notice: Provides confirmation of status of employee's FMLA leave request, along with details regarding the leave request

Job Benefits and Protection: For the duration of FMLA leave, FMLA provides for maintenance of the employee's health coverage under any "group health plan." As a result the County will continue to provide the health subsidy while an employee is on paid or unpaid FMLA leave up to a maximum of seven pay periods. If the cost of the health plan is more than the subsidy, the employee will be responsible for paying the difference on a bi-weekly basis. While the employee is in a leave without pay status, the employee may be able to reduce or stop certain benefits by submitting a qualifying event change request within 31 days of the beginning of any period of unpaid FMLA leave.

If the employee is out on approved leave of absence for more than seven pay periods, the health subsidy will stop and the employee will be responsible for paying the full cost of the health plan.

Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. The County will notify you if this does not apply to you. The use of FMLA leave cannot result in the loss of any employment benefit that accrues prior to the start of an employee's FMLA leave.

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA. It is also unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under, or relating to, FMLA. The U.S. Department of Labor is authorized to investigate and resolve complaints of FMLA violations. An eligible employee may bring a civil action against an employer for violations. FMLA does not supersede any federal or state laws prohibiting discrimination or supersede any state or local laws or collective bargaining agreements that provide greater family or medical leave rights.

Contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for full details on Broward County's FMLA Leave Policy.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave request procedures will change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

FastForward

FastForward: Gateway to County Management, is highly recommended for experienced and newly hired individuals at the management level (Directors, Assistant Directors, and section managers), as well as for currently employed staff receiving internal managerial promotions.

This program is a County-specific, interactive, management training series. It is designed to effectively and efficiently orient managers to Broward County culture, policies and management practices.

Flexible Spending Accounts (FSAs) (Health Care Account and Dependent Care Reimbursement Accounts) (See We've Got You Covered ebook).

Funeral Leave (See Bereavement Leave)

G

Grievances, Appeals from Discipline or Resolution of Complaints

When misunderstandings develop, employees should make every effort to informally discuss and resolve concerns with their immediate supervisors. If issues cannot be resolved at that level, employees whose positions are covered by a collective bargaining agreement or who retain civil service status may be able to pursue matters formally through the appropriate grievance procedure. Procedures and time limits for filing grievances vary among the different collective bargaining agreements. Contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006, for information on the applicable procedures.

H

Harassment

Harassment is a form of misconduct that undermines an employee's dignity, debilitates morale and damages the integrity of the employment relationship. The term refers to verbal and/or physical conduct that denigrates or shows hostility or aversion toward an individual because of one or more prohibited factors, such as race, color, religion, sex, (with or without sexual conduct), age, national origin, marital status, sexual orientation, political affiliation, disability, familial status, pregnancy, or gender identity and expression, and therefore interferes with an individual's work effectiveness.

All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Such conduct is strictly prohibited and will not be tolerated. The County will take prompt, remedial action in response to employee complaints of harassment.

If you feel that you have been the recipient of harassing behavior by a supervisor, non-supervisor, vendor, client or member of the public, you should report it immediately to your supervisor, someone in the supervisory chain, or contact the Office of Intergovernmental Affairs and Professional Standards (OIAPS) at 954-357-6500. If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to OIAPS. OIAPS will promptly investigate your complaint and take the appropriate steps necessary to remedy the situation.

The County will not permit employment-based retaliation against any individual who has made a complaint of harassment or who has testified, assisted or participated in any way in the complaint of harassment. Any employee who feels they have been retaliated against for exercising his or her rights should report such actions to OIAPS immediately.

Refer to the full Anti-Harassment Policy, available on the BC-Net, under HR Corner, in the Employment Policies and Laws link.

Health Insurance (See We've Got You Covered ebook)

Health Reimbursement Account (HRA) (See We've Got You Covered ebook)

Health Savings Account (HSA) (See We've Got You Covered ebook)

Health Stations (See We've Got You Covered ebook)

High Deductible Health Plan (HDHP) (See We've Got You Covered ebook)

HIPAA (Also See We've Got You Covered ebook)

HIPAA stands for the "Health Insurance Portability and Accountability Act" of 1996. HIPAA imposed four major administrative requirements on private and government sponsored health plans; Portability; Nondiscrimination; Fraud and Abuse; and Administrative Simplification. The portability provisions generally require health plans to issue certificates of credible coverage that help individuals transfer to a new health plan without the imposition of pre-existing condition exclusions. The nondiscrimination provision prohibits discrimination in benefits eligibility and premiums based on health status-related factors. The fraud and abuse provision created a national data bank for fraud and abuse information and established new civil and criminal penalties. The administrative simplification provision encouraged the development of a health information system through the establishment of standards and requirements for the electronic transmission of certain health information.

Over the years, the scope of HIPAA was broadened to require the health care industry to adhere to uniform codes and forms when performing specific electronic transactions, established security and privacy standards to better safeguard people's health care information, and allowed people greater access to their own health care information.

Broward County respects the security and privacy of legally-protected health information, and understands the importance of keeping this information confidential and secure. County agencies that perform HIPAA covered electronic transactions and use and disclose "protected health information" (PHI) when providing treatment, arranging for payment, coordinating benefits, or conducting health care operations are called "Covered Programs." The following County agencies have been identified as Covered Programs and must comply with the HIPAA regulations: 1) Broward Addiction Recovery Center Division (BARC), 2) Behavioral Health Section of Elderly and Veterans Services Division (EVSD), and 3) Employee Benefits Section of the Human Resources Division.

Agencies that use or disclose PHI in support of one or all of the County Covered Programs are called "~~Internal Business Associates~~ Support Units." ~~Internal Business Associates~~ Support Units must comply with the HIPAA regulations when using or disclosing PHI on behalf of a Covered Program. All County workforce members receive annual HIPAA Privacy and Security awareness training. County workforce members who work for Covered Programs or ~~Internal Business Associates~~ Support Units receive more extensive training to better enable them to comply with HIPAA.

County workforce members who violate HIPAA regulations and/or County HIPAA policies and procedures may be subjected to disciplinary action, up to and including discharge from employment, and may be subjected to State and Federal civil and criminal penalties. All workforce members are required to report suspected violations.

For more information about HIPAA, or to report suspected violations, workforce members may contact: Office of Intergovernmental Affairs and Professional Standards, HIPAA Privacy Officer at 954-357-6500.

Holidays

Benefit-eligible employees receive up to 10 paid fixed holidays and two personal days each year, including most national holidays. Personal days are calculated as follows:

- Full time benefit-eligible employees on an eight-hour/five-day work schedule receive eight hours
- Full time benefit-eligible employees on a 10-hour/four-day work schedule receive 10 hours
- Part time 20-plus hour benefit-eligible employees receive four or five hours, depending on work schedules.

To provide increased flexibility for most, employees' personal days are in the form of annual leave which may be used in less than full day increments. Bargaining unit employees should consult the applicable collective bargaining agreement for their holiday schedules and personal day provisions. The annual holiday schedule for 2017 is:

New Year's Day	Sunday, January 1
Martin Luther King, Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Saturday, November 11
Thanksgiving Day	Thursday, November 23
Day After Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25

16 hours Annual Leave – 2 Days, Employee Choice* (Personal Days)

*Unrepresented employees will receive a credit of 16 hours of annual leave which will be reflected in the annual leave balances for a pay period in January established by Accounting/Payroll Central.

Pursuant to Administrative Code, Section 4-6: Whenever a holiday falls on a Saturday, the preceding Friday shall be designated as a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. Benefit-eligible employees whose positions are covered by a collective bargaining unit should consult their applicable collective bargaining agreement for the Holiday schedule and Personal Days provisions.

Housing Finance Assistance

Broward County sponsors programs that are administered by the Housing Finance and Community Development Division, to provide guidance and financial assistance with low interest loans to help qualified individuals purchase a home. You are welcome to visit the website at Broward.org/housing to select a registered lender to start the process or you may call the office at 954-765-5311 for additional information.

Human Resources, Division of

The Division of Human Resources is the central human resource agency for all organizational units under the jurisdiction of the County Commission and the County Administrator. In addition to the administration unit, there are six sections in the division. The locations and responsibilities of each area are described below:

Administration • **Room 508, Governmental Center**

Compensation Services Section • **Room 508, Governmental Center**

Responsible for: classification and compensation issues (proper pay, pay ranges, salary surveys, job classifications, Combined Pay Plan), BC 102 processing (pay increases and other personnel transactions); personnel file maintenance, FLSA, and service award recognition program.

Employee Assistance Program • **540 N.E. Fourth St., Fort Lauderdale, FL 33301**

Responsible for: assessment and referral services, crisis intervention, prevention/education services and supervisory consultation.

Employee Benefits Services Section • **Room 514, Governmental Center**

Responsible for: County's Section 125 Benefit Plan and all employee, retiree and COBRA insurance benefit and wellness programs, donated leave program, leave without pay premium billing and collection, health and lifestyle education programs, new hire benefit orientation, retirement planning and processing, and benefit related file retention.

Employee/Labor Relations Section • **Room 508, Governmental Center**

Responsible for: disciplinary actions, drug and alcohol testing, policy administration, criminal history review, grievance administration, labor contract negotiation and administration, FMLA and performance appraisal system administration.

Learning and Organizational Development Section • **Room 516, Governmental Center**

Responsible for: Facilitation Skills program, Broward County Facilitators, e-Learning, Educational Leave, FastForward, Employment Issues, mandatory training, specialized training, Positive Start Flex, SUNsational Service®, training calendar, training resource approval, training registration and records management, and workforce development.

Staffing Services Section • **Room 508, Governmental Center**

Responsible for: vacancy filling process, employment on-line applications, applicant evaluation including testing, OnBoard Broward New Hire Orientation, career counseling (including reduction-in-force counseling) and executive search management.

I

Injuries

The County expects all employees to work in a safe manner and to report on-the-job injuries to a supervisor promptly. The Safety and Occupational Health Section of the Risk Management Division investigates accidents and injuries and makes recommendations to prevent recurrence. Safety violations or the occurrence of preventable injuries may result in progressive corrective action. All Workers Compensation injuries should be reported to the Workers Compensation Section of the Risk Management Division at the numbers below and the County's Managed Care Provider, presently AmeriSys, at: 1-800-455-2081.

For Claims Involving Lost Time:

A-G: 954-357-6784 or 954-357-7227
 H-I, L-O, W: 954-357-7223 or 954-357-6093
 J-K, P-V, X-Z: 954-357-7213 or 954-357-7228

You may also contact the Risk Management Workers' Compensation Manager at 954-357-7230 or contact the Risk Management Supervisor at 954-357-5534. Contact the Risk Management Division at 954-357-7200 or at RiskMain@broward.org for more information.

Inspector General, Office of the

The mission of the Broward Office of the Inspector General (OIG) is to act as an independent watchdog for the residents of Broward County. We promote integrity and accountability by investigating allegations of misconduct including fraud, corruption, and abuse and gross mismanagement, by officials and employees of the charter government of Broward County, its 31 municipalities, and all entities and persons who provide goods and services to the County and the municipalities. The OIG publicly reports its findings to keep residents informed. Whenever appropriate, the OIG seeks criminal prosecution, civil recoveries, administrative and monetary sanctions, and ethics sanctions of those responsible for fraud, waste and abuse in government. Contact the Office of the Inspector General at 954-357-7873, or email inspectorgeneral@broward.org.

J

Job Basis Leave

FLSA exempt employees are eligible for job basis leave.

Job basis leave is requested and approved in the same manner as annual leave. Job basis leave is intended to be used during the calendar year in which it is available and cannot be carried over from one calendar year to the next nor can the unused value be cashed out. Employees who are in job classifications which require a probationary period are eligible to receive job basis leave while serving their probationary period, unless otherwise specified in their applicable collective bargaining agreement. Employees separated from County service are NOT paid out for any unused job basis leave.

FLSA exempt employees receive job basis leave as follows:

Current full-time employees in job basis-eligible positions as of January 1 of a calendar year will have 40 hours available for use beginning in January of each year (eligible part-time 20-plus hour employees will have 20 hours available for use.)

Full-time employees hired into job basis-eligible positions, or promoted or reclassified into a job basis eligible position between January 1 and June 30, will have 40 hours available for use following the effective date of employment or promotion (eligible part-time 20-plus hour employees will have 20 hours available for use).

Full-time employees hired into job basis-eligible positions or promoted, or reclassified into a job basis eligible position between July 1 and December 31, will have 20 hours available for use following the effective date of employment or promotion (eligible part-time 20-plus hour employees will have 10 hours available for use).

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave request procedures will change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

Jury Duty (Civil Leave)

Jury duty is recognized as a civic responsibility. The County pays benefit-eligible employees their regular salary when serving on a Jury, subpoenaed to appear before a public body or commission in connection with the employee's County employment, or when performing emergency civilian duty in connection with national defense, when such service coincides with, or occurs immediately before or after, his/her regular work schedule. Employees should not accept compensation from the courts for jury duty or for response to a subpoena in the line of duty representing the County, unless otherwise specified in a collective bargaining agreement. In the event an employee receives compensation from the court, the employee is required to endorse payment over to the County.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave request procedures will change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

Job Opportunities

The County encourages employees to seek career advancement, and to explore other career opportunities for which they may qualify. Career opportunities are available online at Broward.org/careers. If you do not have Internet access, you may visit any of the local Broward County Libraries where computers are available with free Internet from which you can apply. To receive assistance with completing the online application, additional information and telephone support, contact the Human Resources - Staffing Services Section at staffing@broward.org or 954-357-6444 Monday through Friday between 8:30 a.m. and 5 p.m.

The Job Hotline can be accessed 24/7, by calling 954-357-JOBS. Callers will hear a recording that lists job classifications for which employment applications are currently being accepted. Detailed job specification and pay plan information can be accessed under the HR Corner on the BC Net.

Promotional Opportunities are provided for County employees only. Promotional job announcements are available through the BCNet and Browardemployeee.org. A "promotion" is defined as a position with a higher maximum pay grade than the current position. A "demotion" is defined as a position with a lower maximum pay grade than an employee's current position. Please contact Human Resources - Staffing Services at staffing@broward.org or 954-357-6444 for additional information.

K

L

Lactation

Our Lactation Policy is consistent with the Patient Protection and Affordable Care Act (PPACA), effective March 23, 2010, which amended Section 7 of the Fair Labor Standards Act (FLSA). Broward County's policy is to assist in the transition of women from maternity leave back to work following the birth of a child by providing the following:

- a. Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break and meal times, employees may use personal leave or may adjust their time as approved by their supervisors.
- b. A designated private lactation room in certain buildings is available for employees to breastfeed or express milk. If no designated area exists, a private room (not a restroom), shall be made available for employees to breast-feed or express milk. The undesignated room is to be: private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and equipped with an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. If the space is not dedicated to the nursing mother's use, it will be available when needed in order to meet statutory requirement. Expressed milk can be stored in general or designated refrigerators provided in the lactation room or other locations within the workplace.

Please contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for further information or guidance.

Lateness (See Tardiness)

Layoff and Recall (See Reduction in Force)

Learning Center

The County sponsors a variety of classes available through the County's Learning Center to address the

professional growth needs of employees and the developmental needs of the organization through classroom and electronic delivery. Employees can check the training schedule and register for a course using the Learning Center as well as print their training transcript. The Learning Center can be accessed from the BrowardEmployee.org home page under the Learning Opportunities Section.

Leave of Absence without Pay

Benefit-eligible employees who have completed at least six months of employment may request unpaid leave for such reasons as education, training, illness, parenting as well as other personal reasons. Requests for leave must be in writing. Generally, all applicable accrued leave must be exhausted before a leave of absence without pay shall be granted by the director of the employing agency. Leaves of absence without pay may be granted for up to seven full pay periods by the appointing authority or up to one year with approval of the County Administrator. Leave without Pay is not an entitlement and is subject to the operational needs of the Division.

To keep insurance coverage in force, employees are expected to continue to pay for their benefits while on leave without pay. Employees should discuss Leave without Pay that is expected to last longer than two pay periods with the Human Resources Division - Employee Benefits Services Section at benefits@broward.org or 954-357-6700 prior to the leave. Health Insurance subsidies are continued for up to seven pay periods while on approved leave of absence without pay.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave request procedures may change once *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

Legal Insurance (See We've Got You Covered ebook)

Life Insurance (See We've Got You Covered ebook)

Living Wage

On October 8, 2002, the Broward County Board of County Commissioners approved a "Living Wage" ordinance which, among other things, requires that Broward County pay full-time and part-time 20-plus benefit-eligible employees a minimum wage. As of January 2016 this wage is set at \$11.8484 per hour with qualifying health benefits of at least \$1.54 per hour, or \$13.38 per hour without health benefits.

Long-Term Care Insurance (See We've Got You Covered ebook)

Long-Term Disability Insurance (See We've Got You Covered ebook)

Lunch/Meal Period

A lunch or meal period shall be scheduled during the workday or shift. The duration of the lunch/meal period will be determined based on the operational needs of the agency and shall be unpaid.

M

Mail

Employees should not use County addresses to receive or send personal mail. Receiving and sending (unless you drop your mail into a USPS mail drop located on County property) personal mail at County work locations not only creates a cost to the County for processing it, but the mail could be considered a public record and be subject to the Public Records Act. See also Public Records.

Mandatory Training

Mandatory training is defined by County policy. The Human Resources Division - Learning and Organizational Development Section administers these programs.

- Every new employee must complete OnBoard Broward New Hire Orientation.
- Every new employee must complete Employment Issues New Hire training within one year from their date of hire.
- Every employee must complete Employment Issues Refresher training each odd numbered fiscal year.
- Every employee must complete "SUNsational Service®," a customer service basic training program that

The ABCs of County Employment

sets the standards for service excellence at all levels of the organization, within one year from their hire date.

- Every employee must complete the online Security Awareness – Cyber Security course within 14 days of employment.

Employees in job classifications that involve supervision as a part of their regularly assigned duties are required to complete the supervisory development program, “Positive Start Flex.”

The County also requires additional mandatory training which includes: Basic Awareness under the Health Insurance Portability and Accountability Act (HIPAA), Introduction to Records Management, FEMA/NIMS, and Kronos Time and Attendance online and classroom training. Contact the HIPAA Privacy and Security Officer in the Office of Intergovernmental Affairs and Professional Standards for questions on HIPAA training. For questions on the Introduction to Records Management training, contact the Records Center in the Records, Taxes and Treasury Division. The Emergency Management Division provides FEMA/NIMS (National Incident Management System) training. For questions on the Kronos Time and Attendance training, contact Enterprise Technology Services (ETS).

Media Inquiries

Broward County has a process for receiving and responding to media inquiries. All media inquiries received by staff should be responded to with accuracy on a timely basis. Check with your Director for agency specific policies. To ensure accurate information, staff at the Division Director level or higher should respond to media inquiries that relate to policy issues. Media contacts should be reported to the Department Director, who will notify the County Administrator, Deputy County Administrator and the Office of Public Communications. The Office of Public Communications will forward media inquiries of a non-routine nature to the Board of County Commissioners. For more information and tips on effectively handling media inquiries, visit the BrowardEmployee.org and select OFFICE OF PUBLIC COMMUNICATIONS under AGENCIES.

Medical Exams

County employees may be subject to preplacement (post-offer) occupational medical exams, including a medical questionnaire, a medical examination and drug screening as appropriate to their position.

Promotional and lateral transfers may require additional occupational medical exams, depending on the potential occupational risks associated with their new position.

Other medical exams may include: periodic exams, follow-ups after prolonged illness or impairment, fit-for-duty assessments, and ‘for cause’ drug and alcohol testing.

Employees should report any on-the-job exposures to chemicals or communicable disease to their supervisor and/or the Safety and Occupational Health and Workers’ Compensation Sections of the Risk Management Division at 954-357-7200 along with the County’s Managed Care provider, AmeriSys, at 1-800-455-2081.

Military Leave

Under federal and state law, benefit-eligible employees who are members of Reserve and National Guard units are entitled to leave for military training and to receive supplemental pay if activated for federal or state emergency service as provided by applicable laws. Employees should contact the Human Resources Division - Employee Benefits Services Section at benefits@broward.org or 954-357-6700 to discuss benefit plan options prior to beginning the leave and upon return from the leave. Please contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for more information regarding this policy.

N

National Institute of Standards and Technology (NIST) Cybersecurity Framework

The NIST Cyber Security Framework is voluntary guidance, based on existing standards, guidelines, and practices, to better manage and reduce cybersecurity risk. In addition to helping organizations manage and reduce risks, it was designed to foster risk and cybersecurity management communications amongst both internal and external organizational stakeholders. Broward County is currently aligning its cyber security efforts with the NIST Cyber Security Framework.

Nepotism

“Nepotism” is giving preference in employment or work assignments to individuals because they are related to an employee by blood or marriage, and is not practiced by the County. The County does welcome applications from relatives of employees; however, to avoid a possible conflict of interest, a charge of nepotism or a violation of

County ethics policies, employees and job candidates are asked to disclose if they have relatives working for the County.

Each situation is reviewed to ensure that no conflict results. Generally, employees may not work in positions that either supervise or influence the employment activity of a relative and may not be promoted to such positions. The Human Resources Division - Staffing Services Section administers this policy.

New Hire OnBoard Broward Program (see OnBoard Broward: New Hire Orientation)

O

OnBoard Broward: New Hire Orientation

OnBoard Broward is a mandatory one-day new hire orientation program designed for full-time and part-time 20 plus employees to learn about Broward County's mission, values, goals and expectations, and review and choose their benefits.

“Our Best. Nothing Less.”

The Broward County Board of County Commissioners has adopted the Sterling Management System as the official organizational improvement model for Broward County Government. “Our Best. Nothing Less.” is the message that conveys and reinforces Broward County Government's commitment to performance excellence. For more information on “Our Best. Nothing Less.” and a variety of tools you can use in your own workplace, visit the BrowardEmployee.org home page. See also Employee Recognition Programs.

Outside Employment

A. Overview

Outside employment is any compensated employment performed by a County employee aside from his or her employment with the County, including any part-time employment, self-employment, and/or consultant-related employment. A County employee may perform uncompensated employment, or may serve as an uncompensated officer, director, registered agent, or member of any for-profit or not-for-profit organization, provided the employee discloses, on an Outside Employment Request Form (Form 102-113,) their intent to do so to the employee's immediate supervisor prior to such performance or service.

Review and approval by the supervisor determines that such performance or service would not be inconsistent with the employee's County responsibilities or the provisions of Chapter 112, Florida Statutes.

County employees may engage in outside employment only with the approval of the appropriate County official prior to actual employment. The County reserves the right to revoke approval of outside employment if it later determines that such outside employment poses a conflict with, or is incompatible with, County employment.

NOTE: Approved outside employment may result in circumstances which present occasional conflicts. For example, the employee is asked by the outside employer to perform work during the employee's regular County working hours. Disclosure and consultation with the supervisor remains the best approach to handling and avoiding conflict of interest situations.

Division/Office/Department Directors should be familiar with the following to ensure that they are approving outside employment in accordance with statute and code as listed in the Authority section.

B. Outside Employment Request Form 102-113

All employees must complete and submit an Outside Employment Request Form, Form 102-113, acknowledging the policy, and attest to not engaging in outside employment or disclose engagement in any outside employment, as defined above. Employees complete and submit an updated Form 102-113 to their supervisor as necessary.

Outside Employment Request Forms are submitted to the applicant's supervisor. The Department, Division Director and/or Office Director have final approval of the submitted request. The approved request must be maintained in the agency's personnel files and the Official Personnel File. Any questions regarding the appropriateness of approving an outside employment request should be referred to the Director of Human Resources prior to approval of the request.

C. Review Guidelines

Requests for approval of outside employment are reviewed in detail by approving authorities in accordance

with the following guidelines:

1. The proposed outside employment is in accordance with all of the laws, resolutions and rules as listed in the Authority Section above.
2. The proposed outside employment does not and will not interfere with the efficient performance of regular County duties, and will not occur during regular or assigned working hours unless applicable leave is requested and approved to cover the absence.
3. The proposed outside employment does not and will not involve a conflict of interest or otherwise conflict with any responsibilities as a County employee.
4. The proposed outside employment does not and will not involve the performance of maintenance or other work to the personal or real property of a managerial-level County employee or County elected official subject to the jurisdiction of the Board of County Commissioners or anyone in the employee's chain of command.

For purposes of this policy, managerial-level County employee is specific to the following:

- County Administrator, Deputy County Administrator, Assistant County Administrator or Assistants to the County Administrator
 - Department, Office, and Division Directors, Deputy Directors, Assistant Directors, Associate Directors and Assistant to the Director
 - President, Senior Vice President, Vice President, Film Commission Director, Director of Sales, Regional Director of Sales, Managing or General Directors within the Greater Fort Lauderdale Convention & Visitors Bureau
 - Legislative Counsel, Senior Legislative Coordinator, Legislative Coordinator and Assistant to the Director within the Office of Intergovernmental Affairs and Professional Standards
5. An employee is prohibited from lobbying for compensation on behalf of any outside principal or employer; County Commissioners; members of any County Selection/Evaluation committee, etc.
 6. Approvals are only for a specific employer and type of work. If any change in employer or type of work occurs, a new Outside Employment Request Form must be completed, submitted and approved.
 7. The County has the right to rescind the outside employment approval at any time upon written notice.
 8. Any violation of the above provisions, including any of the provisions of the laws or rules, is subject to appropriate corrective and/or disciplinary action, up to and including discharge.

It is primarily the responsibility of each employee, particularly managerial level staff, to ascertain that his/her proposed outside employment is not in contravention of any of the above referenced laws, ordinances, orders or rules.

It is the responsibility of the reviewing/approving authority to be fully apprised of the above laws and rules, and to secondarily determine insofar as is possible, that any proposed outside employment is within the law. For further information or questions, please contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006.

Overtime

Employees in classes that are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) will receive the appropriate overtime pay when overtime is worked, in accordance with the FLSA, the appropriate collective bargaining agreement and/or the appropriate County policy. All overtime work must be authorized and approved in advance. Compensatory time off may be substituted for overtime pay at the appropriate overtime rate of pay, at management's option and with the employee's agreement. Compensatory time off must be submitted on a Compensation Time Earned Form (Form 403-404) found on the BrowardEmployee.org under Accounting Forms. Employees whose positions are covered by a collective bargaining agreement are subject to the provisions of the applicable Collective Bargaining Agreement.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain overtime procedures may change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

P

Parking

Free parking is provided to all employees. Employees who carpool and park in the garage adjacent to the Governmental Center may apply for a car pool permit to have access to the special carpool parking area located on the second floor. For more information call Facilities Management Division at 954-357-6470 or email FMD@broward.org.

Pay Increases

A pay increase is not an entitlement for unrepresented employees and is established on an annual basis by the County Commission. Pay increases for employees whose positions are covered by a collective bargaining agreement are negotiated between the Unions and County Management. Those agreements, however, are subject to final vote by the applicable union covered employees and approval by the County Commission. The Human Resources Division - Compensation Services Section processes pay increases.

Pay Period

The County pay period is 14 days (biweekly) in length, resulting in 26 pay periods annually. For most employees, the pay period begins on Sunday and ends two weeks later on Saturday.

Payday

Payday is the Friday following the end of a pay period. Once established in a pay cycle, employees can expect to be paid every other Friday for time worked during that pay period. Employees can arrange for direct deposit of payroll checks through Payroll Central. Employees who do not make direct deposit arrangements will receive a PayCard. See PayCard or Direct Deposit for more information.

PayCard

Employees who do not elect direct deposit will receive a PayCard (which is not a credit card or a line of credit). Funds will be available on the pay-date Friday of each pay period. The deposit will be made on each payday unless the employee notifies Broward County Payroll Central in writing of their intent to cancel the PayCard and begin direct deposit to a financial institution. Upon Payroll Central's receipt of a request to cancel the PayCard, the direct deposit to a financial institution shall become effective after a reasonable opportunity to act upon it. Contact Payroll Central at payroll@broward.org or 954-357-7190 for additional information.

Payment Card Industry Data Security Standard (PCI-DSS)

The information security standards which govern organizations that store, process, or transact branded credit cards. Penalties for non-compliance can include fines, loss of ability to process credit card transactions, and lawsuits.

Pay Statement – ePay Statement

As a component of the County's *easyPay* program, employees have access to their current and historical pay statements online. ePay Statements replace the traditional paper paystubs and allow employees to view their confidential earning statements online – anytime, anywhere – through a secure website: Access.BrowardEmployee.org.

Payroll Central Office

The Payroll Central office is located on the second floor of the Governmental Center in Room 203. Contact them by calling 954-357-7190 or email payroll@broward.org for assistance with payroll and Deferred Compensation questions.

Performance Evaluations

Most employees receive a formal, written evaluation of their work performance prior to their completion of the first six months of employment (or probation period, if applicable) and annually thereafter. The performance evaluation is intended to inform employees of how well they are performing their work and how they can improve their work performance. In some cases, the performance appraisal is the basis of recommendation for pay increases.

Personal Days (See Holidays)

Personal Income Protection Plans (See *We've Got You Covered* ebook)

Personnel File (Official)

The Official Personnel Files are maintained by the Human Resources Division - Compensation Section. These files contain formal employment documents such as personnel action forms (BC 102-102), performance evaluations, formal disciplinary actions, acknowledgement forms and other related formal documents.

Pharmacy Benefits (See We've Got You Covered ebook)

Political Activity (See Public Office)

Personal Identifiable Information (PII)

Any information about an individual including information that can be used to distinguish or trace an individual's identity such as name, social security number, date and place of birth, mother's maiden name or biometric records and any other information that is linked or linkable to an individual, such as medical, educational, financial and employment information.

Phishing

The act of sending an e-mail to a user and falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

Positive Start Flex Supervisory Development Series

Newly promoted, first-time supervisors or those who are new to supervision in Broward County are required to successfully complete the supervisory series called "Positive Start Flex." This class series is offered through the Human Resources Division - Learning and Organizational Development Section and addresses the behavioral and technical skills necessary to be effective in a supervisory role.

Privacy Statement

(See Health Insurance Portability and Accountability Act [HIPAA] General Awareness statement at the front of the book).

Promotional Opportunities (see Job Opportunities)

Protected Health Information (PHI)

Based on HIPAA – any information about health status, provision of healthcare or payment for healthcare that is created or collected by a covered entity and can be linked to a specific individual.

Public Records

All County government records, unless exempted by state or federal law, are public records. Florida Statute 119.01, referred to as the Florida Sunshine Law, governs the public's right to inspect and obtain copies of public records made or received in connection with official County business, including personnel records. Public records must be open at all times for inspection, examination, or copying by any person. See also Sunshine Law.

Public Records Requests

All County agencies are required to centrally record and track Public Record Requests (PRR) in a program administered by the Office of Public Communications. An agency can receive a Public Records Request in person, verbally over the telephone, in an email or in writing. The requestor does not have to indicate why they want a public record. Self Service Xpress, a software application, is used to record and track PRR requests. Each agency designates at least one PRR Coordinator who is trained to manage and oversee PRR requests. Providing access to public records is a duty of each agency. Charges may apply. For more information, visit the BrowardEmployee.org and select OFFICE OF PUBLIC COMMUNICATIONS under AGENCIES, call 954-357-6990, or email publicinfo@broward.org.

Q

R

Recall

When a reduction in force occurs, an employee who was laid off may have a right to be recalled to the job classification previously held prior to being laid off. Any recall is subject to the existence of a vacancy in the same

classification from which the employee was laid off and the employee meeting the minimum qualifications in effect at the time of recall. Employees whose positions are covered by a collective bargaining agreement should consult the applicable collective bargaining agreement for specific recall provisions.

Reduction in Force

Reduction in force can occur if it is necessary to eliminate a position due to lack of work or lack of funds. County reduction in force policies apply to most employees. The policies ensure fair, uniform procedures to determine who is affected and how the reduction takes place. Employees whose positions are covered by a collective bargaining unit should consult the applicable collective bargaining agreement for the provisions related to reduction in force.

Resignation of Employment

Employees are expected to give written notice of their intent to resign from County employment at least two weeks prior to the planned date of separation. Once management has accepted a resignation, it cannot be withdrawn without specific approval of the appointing authority. Contact the Human Resources Division - Employee Benefits Services Section at benefits@broward.org or 954-357-6700 for related information on continuation of benefits.

Responsibility to Serve the Public

Serving the public is the primary focus of County government and all County employees share in this responsibility. As public servants, we are obligated to provide the best possible service to our employer: the citizens of our community. To meet our obligation to the public as County employees, we must:

- work productively and effectively each workday
- work cooperatively with fellow employees, supervisors and the public
- offer suggestions for improvement in work methods and approaches
- keep physically and mentally healthy
- work safely at all times

Right to Work

The State Constitution established Florida as a 'right to work' state. This means that no one's right to work can be denied or abridged because of membership or non-membership in a labor union. In addition, employees have the right to join or not join unions, free of coercion. Further, public employees do not have the right to strike.

S

Safety

The County wants to ensure a safe and healthy work environment for all employees. Safety is everyone's responsibility, and the County expects all employees to get involved. Supervisors and Managers are responsible for ensuring that employees follow safety procedures. Employees who see an unsafe condition or work practice, no matter how small it may seem, should report it to a supervisor or the Safety and Occupational Health Section of the Risk Management Division. Refer also to the County's Safety Manual on the BrowardEmployee.org under Risk Management. Contact the Safety and Occupational Health Section for further information.

Seasonal Positions

The County employs individuals in seasonal positions. These individuals may be recalled to work each season to perform work during a temporary or transitory peak period that recurs as a result of events such as tax collection or recreation programs. Individuals in seasonal positions may not work more than the equivalent of six months in any 12-month period.

Searches

Workplace security is a responsibility shared by the County and all employees. The County may request the cooperation of an employee in agreeing to a search of personal property, such as packages, briefcases, purses and similar containers as well as private vehicles parked on County property. County supervisors and managerial employees have the right to enter or search County property with or without notice, including desks, lockers, computers, phones and email. Generally, there shall be no expectation of privacy while on any County property, or

of any property brought onto County premises. This delicate balance between privacy and security is important to everyone and cooperation is needed from all employees. Contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for further information. Refer also to the full Opposition of Workplace Violence Policy, available on the BCNet, under HR Corner, in the Employment Policies and Laws link.

Seat Belts

Employees are expected to use seat belts when driving County or private vehicles in the course of County business. Employees who sustain an injury or injuries in a vehicular accident while driving a County or personal vehicle in the course of conducting County business may forfeit workers' compensation benefits if it is determined that seat belts were not being worn. Refer also to Risk Management's Safety Manual.

The County's basic life insurance and employee optional life insurance programs include additional benefits if death occurs as a result of an automobile accident and the employee was wearing a seat belt at the time of death. Contact the Human Resources Division - Employee Benefits Services Section at benefits@broward.org or 954-357-6700 for additional information.

Separation from County Employment

When an employee separates from County employment, he or she may be eligible to receive a cash payout for the remainder of accrued annual leave and a percentage of accrued sick leave, based on the maximum of 960 hours. The percentage of sick leave varies based on reason for separation and procedural or collective bargaining agreement requirements. Contact the Human Resources Division - Labor Relations Section at labor_relations@broward.org or 954-357-6006 for further information.

Contact the Human Resources Division - Employee Benefits Services Section at benefits@broward.org or 954-357-6700 for information on continuation of benefits. See also Resignation of Employment

Sexual Harassment (See Harassment)

It is the position of Broward County Government that sexual harassment is a form of behavior that undermines the integrity of the employment relationship. Employees have the right to work in an environment free from all forms of prohibited discrimination that can be considered harassing, including sexual harassment and retaliation. No employee – regardless of gender – should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Broward County Government is committed to efforts for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work related sexual harassment. Such conduct whether committed by supervisors, non-supervisors, vendors, clients, and members of the public, is strictly prohibited and will not be tolerated. Any employee engaging in harassing conduct will be subjected to discipline, ranging from warning to termination. Non-employees engaging in harassing conduct will be addressed based on the County's control over and business relationship with the alleged harasser.

If you feels that you have been the recipient of sexual harassing behavior by a supervisor, non-supervisor, vendor, client or member of the public, you should report it immediately to your supervisor, someone in their supervisory chain, or contact the Office of Intergovernmental Affairs and Professional Standards (OIAPS) at 954-357-6500. If your supervisory is the source of the harassing conduct, report the behavior to that person's supervisor or to OIAPS. OIAPS will promptly investigate your complaint and take the appropriate steps necessary to remedy the situation.

If an employee feels that they have been the subject of harassing behavior by a supervisor, non-supervisor, vendor, client or member of the public, they should report it immediately to their supervisor, someone in their supervisory chain, or contact the Office of Intergovernmental Affairs and Professional Standards (OIAPS) at 954-357-6500.

Refer to the full Sexual Harassment Policy, available on the BC-Net, under HR Corner, in the Employment Policies and Laws link.

Sick Leave

Benefit-eligible employees begin to accrue Sick Leave immediately upon employment. Most full-time employees accrue eight hours of Sick Leave for each full month of work time. Sick Leave is used for absence from work due to the employee's personal illness or injury. Sick Leave may also be used for employee medical, dental, optical or other health-related appointments which could only be scheduled during work hours or where a County physician requires the employee to be absent.

Sick Leave cannot be used for non-health related reasons (i.e., vacation). Employees may be required to submit documentation for approval of Sick Leave in accordance with County policy and/or the County's Sick Leave Monitoring policy. Abuse/misuse of Sick Leave may result in denial of the Sick Leave and corrective action. Benefit-eligible employees whose positions are covered by a collective bargaining agreement should consult the applicable collective bargaining agreement for the applicable provisions on Sick Leave.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain leave request procedures may change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

Sick Leave Bonus Day

Benefit-eligible employees earn a Sick Leave Bonus Day for any period of 13 consecutive pay periods in which no sick leave has been taken.

Benefit-eligible employees whose positions are covered by a collective bargaining unit should consult the collective bargaining agreement for the provisions on Sick Leave Bonus Day and usage.

Sick Leave Conversion

Once annually in November, eligible employees are advised of their eligibility to participate in a voluntary program that allows them to convert qualified sick leave hours into annual leave hours, usually on a two-to-one ratio. Benefit-eligible employees whose positions are covered by a collective bargaining unit should consult the collective bargaining agreement for the applicable Sick Leave Conversion provisions. Contact the Human Resources Division - Labor Relations Section at laborrelations@broward.org or 954-357-6006 for additional information.

Sick Leave Donation (See Donated Leave Program) (See We've Got You Covered ebook)

Smoking

Smoking is not permitted in County buildings or in County vehicles.

Social Security

Employee contributions to Social Security are matched by the County. Social Security rates are set by Congress and are based on a percentage of annual salary. Employees and the County pay no Social Security on benefit premiums paid on a pretax basis, on amounts allocated to Health Care or Dependent Care Flexible Spending Accounts, or on the Health Reimbursement Account under the Consumer Driven Health Plans or the Health Savings Account under the High Deductible Health Plan.

Social Security Number, Collection of

Broward County collects your Social Security number for a number of different purposes. The Florida Public Records Law, specifically section 119.071(5)3.a., requires the County to give you this written statement explaining the purpose and authority for collecting your Social Security number. Each agency is responsible for notification and purpose of collection. Social Security Numbers are considered Personal Identifiable Information (PII) and should not be distributed without prior authorization.

Note: Broward County collects your Social Security Number in the performance of a duty or responsibility the County must complete in accordance with law or business necessity. Even if a law does not specifically provide the County with the authority to collect your Social Security number as expressly provided in section 19.07(5), it is imperative that the County collect your Social Security Number.

Starting Salary

The hire rate for a new employee with no additional equivalent and relevant level experience is at the entry level of the salary range to which the classification is assigned. Hiring up to 10% above the pay range minimum can be made by the hiring agency with the collaboration and approval of the Human Resources Division. Hiring at greater than 10% above the pay range minimum must be approved by the Human Resources Division based on criteria established prior to the recruitment. The Human Resources division will review the applicant's education/experience/additional skills in relation to the pre-established criteria and determine the maximum rate of pay that may be offered. Promotional increase guidelines are as follows: 7.5% increase for promotions of one grade and an additional 3% for each additional pay grade up to a maximum of 15%. At no time will the employee be compensated more than the maximum of the new pay range. If the employee would be eligible for placement within the new grade at a level greater than 15%, based on the same criteria established to determine placement of an outside applicant within the grade at hire, the employee may be offered that salary based on prior approval from the Human Resources Division. Bargaining unit employees should consult the applicable collective bargaining agreement regarding new hire pay or promotional increase.

Student Positions

The County employs students who are at least 16 years of age and who are enrolled in state licensed schools, in job classifications for which they are qualified. Student openings are announced periodically and are available at Broward.org/Careers. For additional information, please contact the Human Resources Division - Staffing Services Section at staffing@broward.org or 954-357-6444.

SUNsational Service®

SUNsational Service® is the County's customer service program and is administered by the Human Resources Division Learning and Organizational Development Section. It is mandatory for all employees and should be completed within one year of hire.

The program sets the 10 Standards of Customer Service Excellence for dealing with internal and external customers. It introduces the 10 standards; gives guidelines for facilitating face-to-face, telephone and written communications; demonstrates active listening skills; and recognizes the impact of service excellence. The goal of SUNsational Service® is to positively change our culture and the level of service experienced by every citizen and guest of the County.

Sunshine Law

The State of Florida has enacted a law that makes governmental proceedings (official meetings) open to the public. This law is commonly referred to as the Sunshine Law and is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss matters that are anticipated to come before the board for action. See also Public Records.

Swap Meet

Swap Meet is an employee online classified ad service administered by the Office of Public Communications. Any Broward County employee with access to the BrowardEmployee.org can post "ads" or notices in Swap Meet for viewing by other Broward County employees. Certain rules apply. Swap Meet ads may include items submitted under the categories of County Office Furniture/Supplies, Lost and Found and Personal Classified. To learn more about Swap Meet and create a post, visit the BrowardEmployee.org and select SWAP MEET under SHOP ONLINE.

T

Tardiness

Employees in positions not exempt from the overtime requirement of the Fair Labor Standards Act may be docked for absences due to tardiness (late arrival). In all cases, it is the employee's responsibility to report to work on time without regard to whether or not they are docked for tardiness. Excessive or patterns of tardiness may be cause for disciplinary action, up to and including termination.

Note: In 2014, Broward County began implementing a new timekeeping and attendance system, *easyPay*. Certain time and attendance procedures may change as *easyPay* is launched countywide. Visit Broward.org/easyPay for updates.

Time Adjustment

Full-time benefit-eligible employees who work a five-day/eight-hour schedule or a four-day/10-hour schedule receive one-half hour adjustment per day. Employees whose positions are covered by a collective bargaining agreement are subject to the provisions of the applicable collective bargaining agreement. The work hour adjustment increases full-time employees' paid hours to 40 hours per week, as follows:

- Employees who work five days a week, eight hours per day, with an unpaid meal break daily log 37.5 work hours each week, and 2.5 hours (a half hour each day for five days) are awarded through the time adjustment. These full-time employees are paid for 40 hours.

- OR

- Employees who work four days a week, 10 hours a day, with an unpaid meal break daily, log 38 work hours each week, and two hours (a half hour each day for four days) are awarded through the time adjustment. These full-time employees are paid for 40 hours.

Tri-Rail Passes

Tri-Rail's Employer Discount Program allows employees to pay for monthly Tri-Rail passes through payroll deductions on a pre-tax basis. Call Tri-Rail at 954-788-7938 for more information. See also Bus Passes.

U

Unemployment Compensation

Former employees may file for unemployment compensation with the State of Florida Department of Economic Opportunity (DEO). The Human Resources Division-Labor Relations Section reviews and responds to information requests from DEO. Contact Labor Relations at labor_relations@broward.org or 954-357-6006 for additional information.

Union Representation

About 80 percent of the County workforce is divided into eight bargaining units for the purpose of union representation. Bargaining units are determined by the Public Employees Relations Commission of the State of Florida by grouping job classifications that typically perform similar types of work. Employees in job classes grouped in a bargaining unit have the right to join or not to join the union representing the unit and to make this decision without any coercion or harassment. In accordance with Florida law, employees in job classes included in a bargaining unit are subject to the provisions contained in their collective bargaining agreement, whether or not they decide to join the union representing the unit.

V

Vacation

As service to the public must continue year-round, it is not possible to allow everyone to take a vacation at the same time. For this reason, vacation schedules must be approved. Employees whose position are covered by a collective bargaining agreement should consult the applicable agreement related to vacation preferences. See also Annual Leave

W

Wage Recovery

Broward County policies require that all County employees be paid wages in accordance with their position. If you have questions regarding the Wage Recovery Program, County employees may contact the Office of Intergovernmental Affairs and Professional Standards, Professional Standards Section at 954-357-6500 or visit Broward.org/intergovernmental for information on the program.

Weapons

Use or threat to use a deadly weapon by employees in contravention of state law is forbidden at all County job sites, County owned, leased or rented property and in County vehicles.

For the purposes of this policy, a "deadly weapon" is defined to include all firearms, such as handguns, rifles and shotguns. The term also includes any explosive devices. Other objects or tools such as knives or other cutting utensils, bows and arrows, bats, brass knuckles, mace, pepper spray, tear gas, or tools such as axes, screwdrivers, hammers, etc. may be considered deadly weapons when, in the County's judgment, these objects are brandished or used in a violent, threatening, aggressive or offensive manner in relation to the facts of a given situation.

In an effort to enforce state laws regarding firearms and ammunition, and County ordinances and policies related to other deadly weapons, the County may request the cooperation of an employee in agreeing to the conduct of a search of personal property such as packages, briefcases, purses and similar containers on County property if the County has reasonable grounds, such as credible reports of witnesses, to believe that an employee may be in violation of this policy. Searches of private vehicles parked on County property may only be conducted by on-duty law enforcement and must comport with state law and constitutional protections. Unattended packages and containers such as those described above are subject to removal by law enforcement personnel when they are felt to be suspicious in nature and possibly dangerous. To the extent permissible by state law, employees may be asked or directed to remove personal property from County property, should the employee be unwilling to agree to a search. Refusal to comply with such an order to remove the personal property from County property may result in disciplinary action.

It is the County's policy to strongly enforce this ban on deadly weapons at work. Possession of a deadly weapon in contravention of state law and enabling County ordinances and policies, even without its actual use, is a violation of County policy. Severe disciplinary action, including termination, is a possible consequence of violating this policy, following even a first offense.

WellBeing Program

The WellBeing Program is designed to enhance the physical, financial and emotional well-being of Broward County employees by providing services that motivate employees and help them reach their wellness goal. Wellness services are designed to empower employees with the information, tools and support they need to take charge and move toward overall optimal health. Wellness programs, events, financial workshops and health fairs are scheduled around the County and all employees are encouraged to participate. Wellness resources can be found on the Wellness website at Broward.org/MyWellness and Broward.org/HealthyCounty website.

Wellness Resource Centers (see We've Got You Covered ebook)

Whistleblower Protection

Employees are encouraged to bring allegations of wrongdoing or malfeasance on the part of Broward County, its officers, employees and independent contractors, to the attention of County government. Employees will be free from retaliation as a result of bringing forward such allegations or participating in investigations of such allegations. No employee will be discharged, suspended, demoted or subjected to other adverse personnel action because they acted in good faith to bring allegations of wrongdoing to the attention of the County pursuant to this policy. Retaliation based on opposition to unlawful discrimination in employment or promotion, or based upon participation in any proceeding of inquiry into allegations of such discrimination, is expressly prohibited and should be reported in writing to the County Administrator or the Office of Intergovernmental Affairs and Professional Standards (OIAPS) – the office designated by the County Administrator to investigate whistleblower complaints. Contact OIAPS at 954-357-6500.

Work Schedule

The work schedule of most County agencies is either:

- Five days a week, eight hours per day, with an unpaid meal break daily.
- Four days a week, 10 hours per day, with an unpaid meal break daily.

Some agencies have a different length workday and workweek. Lunch/Meal periods are not considered time worked. Schedules for operations staffed around the clock vary according to the services provided by the unit. Questions about work schedules should be directed to the appropriate supervisor.

Workers' Compensation

If an on-the-job injury or illness occurs, the employee should notify their supervisor and report it to the County's contracted Workers' Compensation Medical Care Coordinator, AmeriSys. AmeriSys will provide the injured worker with the closest network primary care facility and report the new claim to the County's Risk Management Division. AmeriSys may be reached at 800-455-2081.

Employees are required to report all work-related injuries or illness to their supervisor as soon as possible no matter how minor the injury or illness. The Agency should report the work related injury or illness to Risk Management within 24 hours after the employee notifies them of their injury.

Employees with work-related injury or illness arising out of, and in the course of their employment with the County, will receive workers' compensation benefits, in accordance with the Florida Workers' Compensation Act. Benefit-eligible employees will be able to supplement workers' compensation benefits by utilizing all of their own accrued leaves to keep their salaries whole.

Benefit-eligible employees on workers' compensation should contact the Human Resources Division - Employee Benefits Services Section at 954-357-6700 or benefits@broward.org for information on continuation of benefits.

Workplace Violence

It is the County's policy to maintain a workplace free from violence or the threat of violence by any employee, customer, vendor or members of the general public. It is the goal of the County to provide a workplace which is safe and free from attacks, harassment, property crimes, threats or acts of violence. Nothing is more important to Broward County than the safety and security of its employees and residents. Opposing workplace incidents involving violence or the threat of violence is a top organizational priority for Broward County.

The County is committed to taking reasonable steps to reduce the risks of workplace violence and to provide a coordinated, prompt and effective response to such incidents. These incidents are among the most serious faced by managers. Reported threats, threatening behavior, or acts of violence against employees, residents, or other individuals by anyone on County property or work sites is not tolerated or ignored. All employees, and especially managers, law enforcement personnel and employee organization representatives are obligated to act individually and collectively to prevent, defuse, or mitigate actual or threatened violent behavior at work. Violations of this policy

by County employees lead to serious disciplinary action which may include dismissal, even following a first offense. The County is also committed to full cooperation with law enforcement agencies to support criminal prosecution of anyone within or outside of the organization who commits violent or threatening acts against County employees.

Enforcing and supporting this policy is a shared responsibility between the County and every County employee. Every employee is expected to understand this policy and cooperate with County officials in policy enforcement. Every employee is also expected to report acts or threats of violence to their supervisor or to the Director of Human Resources who is the County's designated Critical Incident Coordinator and is responsible for the coordination of the County's response under this policy.

Refer also to the full Opposition of Workplace Violence Policy, available on the BCNet, under HR Corner, in the Employment Policies and Laws link

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