

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**PERSONNEL POLICY**

**REVISED JULY 17, 2017**

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**BRADENTON, FLORIDA**

**Trailer Estates Park & Recreation District  
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**TRAILER ESTATES PARK & RECREATION DISTRICT  
PERSONNEL POLICY**

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# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 100 EMPLOYMENT

#### **101 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Trailer Estates Park & Recreation District that no unlawful discrimination exists towards applicants or employees (see sections 800 Harassment and 900 Employee Complaint Procedure). Likewise, there is no unlawful discrimination in the application of any Trailer Estates Park & Recreation policy, practice, rule or regulation.

All applicants and employees, regardless of race, religion, creed, color, sex, age, national origin, marital status, political affiliation, or physical disability are tested on the same basis with respect to employment, promotion and promotional opportunities, performance ratings, training courses and programs and all other aspects of employment with the Trailer Estates Park & Recreation District.

The Trailer Estates Park & Recreation District may also be referred to in this policy as Trailer Estates.

#### **102 EMPLOYMENT APPLICATIONS, INTERVIEW AND SELECTION**

##### **102.1 Regular Employment (Non-Temporary)**

Applicants for employment apply in person or in writing to Trailer Estates Park & Recreation District. Applications and resumes received by employees of the Trailer Estates Park & Recreation District will be sent directly to the Board of Trustees or designee. Applications will remain active (reviewed to be considered for future openings) for six (6) months from submission date.

After deadline for submitting applications, the Board of Trustees and/or personnel reporting to the Board of Trustees will screen all applications. Screening is based upon the minimum criteria established by the current job description for the specific opening. The department supervisor and Board of Trustees will interview the applications of two (2), but no more than five (5), of the best-qualified applicants. The department supervisor makes a hiring decision subject to approval of the Board of Trustees or designee.

The Board of Trustees or designee will be responsible for verifying professional and personal references and academic record (if necessary).

Former employees, who left in good standing, are eligible to apply for re-employment, subject to the same qualifications as other applicants.

Definition of full time and part time employees:

Full time employees shall be defined as those who are scheduled to work eighty (80) Hours or more during each two (2) week pay period during the year.

Part time employees shall be defined as those who are scheduled to work at least forty (40) Hours, but less than eighty (80) hours, each two (2) week pay period during the year.

Contractors are hired for a specific task or time.

### **102.2 Temporary Employment**

Positions established for short-term purposes of less than six (6) months duration are considered temporary. All employment procedures described in this section apply to employees hired in positions considered temporary (hourly pay with no benefits) unless an exception is made by Trailer Estates to directly hire a qualified candidate, waiving advertising, in order to fill the position promptly.

### **102.3 Employment of Relatives**

Relatives of Trailer Estates employees may be employed by Trailer Estates provided they are in separate departments and there is no overlap of responsibility or supervision. Trailer Estates Trustees will approve all such hires unless it involves his/her relatives and if that circumstance arises the other Trustees will approve/disapprove.

### **102.4 Probationary Period**

The first six (6) months of employment serve as a probationary period for employees filling regular full time and part time positions and are used to:

- (a) Provide an adjustment period for an employee to become familiar with his/her job position.
- (b) Provide on-the-job instruction, guidance and counseling.
- (c) Observe and evaluate employee job performance.

Vacation and sick pay will be accrued during the probationary period; however, it may not be used until after completion of the probationary period. If employment is terminated during the probationary period, no vacation leave, sick leave, or other benefits shall be due or paid.

A department director or supervisor may recommend an extension of the probationary period for up to three (3) additional months, if at the end of the initial six (6) months probationary period it cannot be determined whether or not the probationary period should end. Trailer Estates Trustees must concur.

Employee status during the extended period is the same as during the initial period. However, once an employee has completed six (6) months continuous service, he/she can use accrued sick or vacation hours subject to normal approval process.

Employees promoted or transferred to a different classification shall serve a three (3) month probationary period. This period may be waived or extended for cause based upon request of the supervisor and concurrence of the Board of Trustees.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 200 PERSONNEL FILES

#### **201 FILE LOCATIONS**

Trailer Estates official records of present and past employees' personnel files are maintained in the Trailer Estates office. Trailer Estates Board of Trustees are the custodian of these records and may delegate maintenance and control responsibilities to staff members.

Personnel files (official copies and informational copies) are public records subject to Chapter 119 of Florida Statutes, except as provided therein. Standardized administrative procedures have been developed to control, maintain request disposition of personnel files according to rules of the Florida Division of Archives, History and Records Management.

Medical records will be maintained in separate files. These files will be locked, except during times of official access. Trailer Estates Board of Trustees will have keys to the files.

#### **202 CONTENT OF OFFICIAL PERSONNEL FILES**

Personnel records of regular employees may contain the following documentation:

Employment application, Workers' Compensation papers, health and dental insurance papers, an acknowledgement of receipt of Trailer Estates personnel policy and other job related procedures and safety rules.

Other documents that may be placed in the personnel file include performance evaluations, classification changes, pay status changes, advancement in education, disciplinary action, commendation, adjustment in vacation or sick leave, suspension, layoff, termination, reinstatement, retirement program changes, and other documents that reflect upon employee service to Trailer Estates.

Official personnel files must be retained for a length of time determined by the Florida Division of Archives, History and Records Management. This period is currently fifty-(50) years following the termination of an employee. Trailer Estates will make final determination of miscellaneous documents that can be placed in an employee's Official Personnel File.



### **203 ACCESS TO OFFICIAL PERSONNEL FILES**

Interested persons may review Official Personnel files, except as provided in Florida, Section 119.07(3), at the Trailer Estates Office during normal working hours. Trailer Estates or designee will assist and supervise during the review.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### SECTION 300 PAY, HOURS OF WORK AND WORKWEEK

#### **301 REGULAR HOURS AND PAY**

##### **301.1 Pay Administration**

Employees will be paid every other Tuesday, on a bi-weekly basis. The actual pay period will end on the Saturday preceding payday.

##### **301.2 Hours**

The standard workweek is 40 hours a week, Monday through Friday, with 30 minutes unpaid for lunch and two fifteen (15) minutes paid breaks, one in the morning and one in the afternoon.

##### **301.3 Tardiness**

Employees are expected to report to work on time. Some lateness may be unavoidable; however, the employee is expected to telephone ahead if they will be late. Continued tardiness is grounds for discipline or discharge per Section 702.

#### **302 OVERTIME AND COMPENSATORY TIME**

##### **302.1 Overtime**

Non-exempt employees are entitled to overtime pay for any work in excess of forty (40) hours in the workweek at the rate of one and one-half (1-1/2) times their regular hour rate of pay or provided compensatory time in accordance with this policy.

Paid holiday hours, regardless of whether or not said holiday hours were actually worked shall be used to compute overtime pay.

Exempt employees are paid on a salaried basis. They are not entitled to overtime pay under the Fair Labor Standards Act. However, in a continuation of a prior practice of Trailer Estates in effect before April 15, 1986 exempt employees may receive additional compensation or COMP TIME at the discretion of the Board of Trustees for additional hours worked over forty (40) in any given week for scheduled or unscheduled (spur of the moment) work.

## **302.2 Compensatory Time**

Compensatory time (comp time) is time off in lieu of additional pay and is accumulated at the rate of one and one-half (1-1/2) hours for each extra hour worked. Non-Exempt and Exempt employees may accumulate a maximum of 40 comp time hours.

Paid holiday hours, regardless of whether or not said holiday hours were actually worked shall be used to compute compensatory time.

If the non-exempt employee's accumulated comp time equals or exceeds the number of hours that may be accumulated, the employee will receive overtime pay. If any employee terminated employment, he/she may receive payment for unused comp time up to the maximum allowable.

COMP TIME hours cannot be converted to additional pay except under the following conditions: (1) at the discretion of the Board of Trustees, or (2) payment is made for unused COMP TIME when an employee separates from Trailer Estates service. When COMP TIME is converted to additional pay, the COMP TIME balance is reduced by the number of hours paid.

Employees may request or management may direct use of accumulated COMP TIME. Management will make reasonable efforts to accommodate employee requests to use COMP TIME consistent with the operational needs of the Department. When a request is denied, the Board of Trustees will, upon request, provide the reason for the denial. Employees will use accumulated COMP TIME as directed by Board of Trustees or designee.

## **303 CALL OUTS**

### **303.1 Regular Call-Outs**

Employees receive call-out hours when called outside of regular shift hours. A minimum of two (2) hours will be paid.

## **304 WORK TIME RECORDS**

Trailer Estates utilizes time sheets for recording hours worked for non-exempt and exempt employees. Non-exempt employees report hours worked each day worked. Any overtime or comp time is also reported daily and all payment is calculated and paid bi-weekly. Trailer Estates Board of Trustees or designee pre-approved overtime/comp time for employees except as provided in sub-paragraphs 303.1 and 303.2 Individual supervisors administer overtime/comp time through the daily time sheet system. When a supervisor signs a time sheet, overtime/comp time is verified and validated. The employee and supervisor must sign all time sheets before a payroll check will be issued.

Exempt employees are salaried and report hours worked on check request sheets.

Sub-paragraphs 302.1 and 302.2 are guides for the administration of overtime/comp time.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 400 CLASSIFICATION AND PAY PLANS

#### **401 GENERAL POLICIES**

The goal of Trailer Estates is to maintain classification and pay structures that are fair and equitable. Pay descriptions are as follows:

Adopted November 2, 1998, Retroactive to October 1, 1998, Section 1 of employee wage schedule amended May 3, 1999 and Section 4 of employee benefits amended September 20, 1999, Section 7 amended December 6, 1999, Section V part A amended September 8, 2000, Section V part A amended September 2001.

The wages and salaries of all Trailer Estates Employees shall be paid according to the following schedule. This does not include contractors hired for a specific task or time period. During the probationary period they may be terminated with or without cause. During the six-month probationary period newly hired employees will be evaluated and informed of their status.

(Adopted 5/3/99 - Retroactive 3/15/99) (Revised 12/21/09; 8/1/11: 8/15/11)

#### Procedures/Timelines

1. The board shall assign new employees a rate of pay within the pay range specific to the classifications of their position. The immediate supervisor will provide the Board with recommendation.
2. Employees will be reviewed once per year by their supervisor. Recommendations for changes in rate of pay or changes in classification will be submitted by their supervisor to the Board by February 1. Changes in current rate of pay or changes in classification will be effective October 1, which is the beginning of the fiscal year for the District.
3. Changes to The current rate range and rate for individual employees for each job title, and cost of living adjustment will be considered by Board action at the annual Budget process during February/March of each year and established at a regular Board Meeting the following September. Changes in current rate range, wage rates, and cost of living adjustment will be effective October 1, which is the beginning of the fiscal year for the District.
4. The board may award calendar year-end bonuses exemplary performances at its discretion.
5. When bonuses are awarded based on exemplary performance, all employees will be considered. These bonuses will be awarded when work performance exceeds expectations as indicated in the summary section of the Employee Evaluation Form (Section 1000 Appendix A). Financial health of the District will also be considered when determining if bonuses are awarded and thus these bonuses are not guaranteed.
6. Rate of pay for employees, current range for job title(s), cost of living adjustment, and/or termination may be considered outside of the above referenced periods. The

Board of Trustees may authorize these adjustments at any time due to extraordinary circumstances.

## **402 JOB TITLES, POSITION DESCRIPTIONS AND PAY GRADES**

Trailer Estates has developed a classification plan to define positions into classes that indicate the range of duties, responsibilities, scope and level of work performed, and education or training requirements. Job titles are assigned every position within the Classification and Pay Plan and every position is assigned to an appropriate pay grade.

(Revised 12/21/09)

### **Appendices**

Section 402 Appendix A: Maintenance Dept. Job Titles and Position Descriptions

Section 402 Appendix B: District Office Job Title and Position Descriptions

Section 402 Appendix C: Job Classification and Pay Plan & Increment Chart

## **403 ADMINISTRATION OF THE PAY PLAN**

### **403.1 New Hires**

New hires will be paid commensurate with education and experience within the pay schedule identified in Section 402.

### **403.2 Retroactive Pay Adjustments**

If pay adjustments/increases are delayed through no fault of the employee, for any reason other than a wage freeze administered by Trailer Estates for all Trailer Estates staff, retroactive adjustments are made as follows: Hourly rate times the percentage increase times the number of hours paid retroactively (including overtime).

## **404 INSURANCE**

The District will pay 100% of the premium for the full time employees for medical and dental insurance and 75% of it for the dependents of full time employees. For purposes of defining a full time employee and their dependent, refer to the insurance plan.

For new full time employees the health insurance plan as defined will become effective on the date as specified by the insurance carrier. (Currently, eligibility begins the first day of the month following a thirty (30) day waiting period).

## **405 RETIREMENT BONUS**

All full time and part time employees (as defined in this below) that meet the criteria in section B of the Districts Employer's Adoption Agreement including compensation of \$5000.00 in the prior year and \$5000.00 in the current plan year are eligible to participate

in the District's SIMPLE Retirement Account Plan as described in the SIMPLE Retirement Account Program Employer Notice maintained by the Office Manager.

Employees who have worked 20 years or more for Trailer Estates will receive a \$1000.00 bonus upon retirement.

#### **406 LONGEVITY AWARDS**

To recognize the dedication, loyalty and value of employees with several years' experience a board commendation will be given at each five-year anniversary (5 years of service, 10 years of service, etc.).

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 500 EMPLOYMENT ABSENCES

#### **501 HOLIDAYS**

##### **501.1 Holiday Schedule**

Full time and part time employees will be paid at their regular rate of pay for  
The following holidays (eight [8] days):

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- And the day after Thanksgiving Day
- Christmas Day
- And a Floating holiday

When a holiday occurs during vacation leave of an employee, he/she receives holiday pay for that day and it is noted as holiday pay on the time sheet and the employee is credited for the vacation leave not used.

##### **501.2 Holiday Hours Paid**

Holiday hours are paid according to an employee's regular work schedule up to a maximum of eight (8) hours for each Trailer Estates approved holiday.

Example: Part time employees receive four (4) hours holiday pay if regular workday consists of four (4) hours; full time employees receive eight (8) hours holiday pay.

Holiday hours may not be accumulated. The Board reserves the right to waive this under exceptional circumstance.

#### **502 ANNUAL VACATION LEAVE AND SICK LEAVE & PERSONAL LEAVE**

##### **502.1 Vacation Leave**

After one (1) year of continuous full time employment an employee will be eligible for (1) week (5 days) vacation at their regular pay.



After three (3) years of continuous full time employment an employee will be eligible for two (2) weeks (10 days) of vacation at their regular rate of pay.

After five (5) years of continuous full time employment an employee will be eligible for three (3) weeks (15 days) of vacation at their regular rate of pay.

After ten (10) years of continuous full time employment an employee will be eligible for four (4) weeks (20 days) of vacation at their regular rate of pay.

After two (2) years of continuous part time employment a part time employee will be eligible for one (1) week (5 days) of vacation at their regular weekly rate of pay.

After four (4) years of continuous part time employment a part time employee will be eligible for two (2) weeks (10 days) of vacation at their regular weekly rate of pay.

Vacation Leave must be approved in advance. Vacation time may not be accumulated. The Board reserves the right to waive this under exceptional circumstance.

### **502.2 Leave Request**

No more than two (2) weeks vacation will be taken at one time unless approved by the Board of Trustees. Supervisor through the Board of Trustees or designee will coordinate scheduling of vacations and seniority will be given priority when conflicts arise, except for last minute changes.

Vacation and holiday time may not be accumulated. The Board reserves the right to waive this under exceptional circumstance.

### **502.3 Sick Leave**

After the first 30 days of employment, full time and part time employees will be granted one (1) day of sick leave per month from date of employment. A maximum of one hundred (100) days of sick leave may be accumulated. After twenty (20) Years of service and age fifty-five (55) or at age sixty-five (65) with any amount of service, fifty (50) percent of the accumulated sick leave will be paid to the employee upon retirement at their current rate of pay. (Part time day equals four (4) hours.)

The Board may request verification of any illness over five (5) days duration. No overtime will be paid for sick leave.

In case of accidents a Doctor's approval for return to work may be required.

### **502.4 Use and Notification**

Sick leave can be taken only for personal illness, injury, or exposure to a contagious disease, which could endanger other employees or illness or injury to a member of the

employee's immediate family. Immediate family is spouse and these blood relatives: Son, Daughter, Mother, Father, Brother or Sister.

The employee is responsible for prompt notification of his/her supervisor when sick leave is necessary. After 24 work hours of sick leave credits, the Board of Trustees may require medical certification of the employee's injury/illness before authorizing additional sick leave credits.

Sick leave may not be used prior to completion of the initial probationary period.

### **502.5 Abuse of Sick Leave**

If an employee is found to be abusing sick leave privileges, disciplinary action may be taken as outlined in this policy in Section 700.

### **502.6 Personal Leave**

After six (6) months of continuous employment, full time employees will be granted two (2) days per year of personal leave from date of employment and cannot be accumulated. Personal leave must be approved in advance and shall not be accumulated year to year.

## **503 ABSENCE WITHOUT AUTHORITY**

Any Trailer Estates employee absent from his/her position of employment without notice or approval for a period of two (2) consecutive workdays is considered to have resigned "without notice" and forfeits all rights, privileges, and accrued benefits, except for vacation hours earned and pay for hours worked.

## **504 LEAVE OF ABSENCE WITH PAY**

### **504.1 Administrative Leave**

Trailer Estates Board of Trustees may grant a leave of up to forty (40) hours for purposes as follows: Bereavement (death or critical illness in family), conferences, meetings, medical appointments, voting, etc.

### **504.2 Military Leave**

Trailer Estates provides military leave in accordance to the law.

### **504.3 Bereavement Leave**

A five (5) day paid personal leave will be granted to employees who have had a death in the immediate family. Paid leave can be authorized for probationary and regular

employees who have a death in their immediate families. Immediate family is defined as employees spouse, son, daughter, mother, father, brother, sister, mother-in-law or father-in-law. The Board reserves the right to extend this under exceptional circumstance.

#### **504.4 Jury Leave**

An employee summoned to serve jury duty receives jury leave with pay, retains any jury fees received, but is not reimbursed for meals, lodging, travel or any other expenses incurred as a juror.

#### **504.5 Witness Leave**

An employee subpoenaed as a witness, except personal litigation, is treated the same as for jury leave. However, if the employee is subpoenaed to represent Trailer Estates as a witness or defendant, this is considered a part of the employee's job assignment and compensated as such. Any fees received will be tendered to Trailer Estates.

#### **504.6 Worker's Compensation Supplement**

An employee on worker's compensation may use accrued sick or annual leave to supplement worker's compensation up to the employee's regular salary.

### **505 LEAVE OF ABSENCE WITHOUT PAY**

#### **505.1 Leave of Absence Without Pay**

Requests for leave of absence without pay will be made to the employee's supervisor and subject to Trailer Estates Board of Trustees approval. Leave of absence without pay will not exceed three (3) months and no sick leave or vacation leave will be earned during the leave. Medical Insurance coverage may be continued during authorized leave of absence without pay. The employee, if applicable must pay dependent coverage.

#### **505.2 Medical Leave**

The Family and Medical Leave Act (FMLA) authorizes an employee with 12 months Trailer Estates service who has worked at least 1,250 hours during 12 months preceding start of leave and maximum of 12 weeks FMLA leave during a 12 month period. The 12 months will be based on 26 bi-weekly pay periods paid January-December of each year. Trailer Estates Board of Trustees will determine the acceptability of each request under 29 CFR Part 825 and the following:

- (a) Certification from the health care provider in cases of serious health conditions.
- (b) Employee may use accrued leave amount before entering into unpaid FMLA status.
- (c) Medical Insurance may be continued during authorized leaves for up to six (6) months. The employee must pay dependent coverage.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 600 NON-DISCIPLINARY SEPARATIONS

#### **601 RESIGNATION**

An employee must render at least two (2) weeks' notice, in writing, to leave in good standing and be eligible to re-apply. The employee is also expected to participate in an Exit Interview/Separation Survey conducted by the Board of Trustees or designee to provide management with constructive input the employee may have about their job or Trailer Estates.

#### **602 RETIREMENTS**

There is no mandatory retirement age for employees. All regular employees participate in a Simple Retirement Plan and are eligible for benefits based upon Simple Retirement Plan eligibility criteria.

Employees nearing retirement should contact the supplier who has the Simple Retirement Plan at the time at least ninety (90) days in advance of the anticipated retirement date to process retirement benefits.

#### **603 LAYOFFS**

If Trailer Estates and or Board of Trustees determine layoffs are necessary for budgetary, financial, or organizational reasons, employees will be laid off in accordance with the following priorities:

Temporary employees will be laid off first.

Regular employees will be laid off within given classifications according to the need for positions, as deemed by Trailer Estates Board of Trustees. Any employee with less than satisfactory rating on their latest performance evaluation would be laid off first; otherwise, the order will be by seniority.

Laid off regular employees have precedence for reinstatement in jobs within their classification for twelve (12) months in the order of layoff. Employees reinstated within the twelve (12) month period have their previous date of hire restored. Medical certification may be required prior to reinstatement.

The written notice and the personnel records of each employee being laid off shall clearly state the termination of employment was not the result of any fault or misconduct on the part of the employee.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 700 NON-DISCIPLINARY SEPARATIONS

#### **701 GENERAL PROVISIONS**

Probationary or Temporary employees may be disciplined or discharged without cause.

Regular employees may be disciplined by oral reprimand, written reprimand, suspension with or without pay, portion, demotion, or combinations of these for actions or failure to act which adversely affects job performance or the efficient operation of their work unit at Trailer Estates. The type of discipline will vary depending upon the employee's past work record, seniority and the severity of the misconduct.

#### **702 GROUNDS FOR DISCIPLINE OR DISCHARGE**

Employees may be disciplined or discharged for any of the following reasons:

- (a) Incompetency or inefficiency in the performance of duties.
- (b) Possession, use, sale, attempt to sell or procure illegal controlled substances, either on or off duty; or use of alcoholic beverages while on duty, or on Trailer Estates property, or while operating or riding in or on Trailer Estates equipment, or use prior to driving Trailer Estates vehicles or equipment.
- (c) Reporting to work or working under the influence of illegal controlled substances or alcoholic beverages.
- (d) Insubordination.
- (e) Refusal to fully and truthfully cooperate in an investigation related to the operation of Trailer Estates that is conducted by or at the direction of Trailer Estates.
- (f) Interference with the work of other employees or refusal to perform assigned work.
- (g) Excessive absenteeism or tardiness, in accordance with established standards.
- (h) Political campaigning in writing, orally or by telephone on the job or during the work hours of other employees. This applies if the campaigning employee is on or off duty.
- (i) Carelessness or negligence in handling or control of Trailer Estates or the improper appropriation of Trailer Estates.
- (j) Discourteous, insulting, abusive or inflammatory language or conduct toward any person, which disrupts the work place.
- (k) Absence from duty without approval, including refusal to report to duty at any reasonable time.
- (l) Acceptance of a gift under circumstances from which it could reasonably be inferred that the giver expected preferred treatment in an official matter.

- (m) On or off the job conduct which adversely affects the duties of other employees. This includes conduct that adversely affects the efficient operation of Trailer Estates, including any department or area.
- (n) Lying, falsifying an official document or any other dishonesty connected with the employee's employment or the operation of Trailer Estates.
- (o) Possession of firearms, ammunition or explosives while on duty or while on Trailer Estates property, unless lawfully approved, in which case such possession is subject of the approval or disapproval of Trailer Estates except as permitted by law.
- (p) Horseplay, fighting, unsafe conduct or other misconduct while on duty. Sale or solicitation to sell of any item or service not authorized by Trailer Estates Board of Trustees, while on duty as an employee.
- (q) Violation of Trailer Estates rules, procedure, order or regulation, any statute or ordinance related to Trailer Estates employment, or any provision of this Policy.
- (r) Any fraudulent, criminal or dishonest act(s) committed alone or in collusion with others, including but not limited to stealing, embezzlement, extortion, assault, battery or vandalism, whether committed on or off the job, and whether criminally prosecuted or not.
- (s) Improper racial or sexual comments, harassment or acts.
- (t) Violation of Florida Statute 447.505 prohibiting public employees from participating in any strike against a public employer.
- (u) Conviction of a crime where the conduct involved could reasonably be expected to impact the performance of the employee or the efficient operation of government.
- (v) Conviction of any felony.
- (w) Suspension or revocation of a State or Federal license or certificate required or essential to the performance of the employee's job.
- (x) Unacceptable driving record or the loss or suspension of a driver's license when driving duties and/or a driver's license are integral parts of the employee's job.
- (y) Two (2) or more related or unrelated disciplinary actions.
- (z) A less than satisfactory Employee Performance Evaluation.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

<b>Section 800 HARASSMENT</b>
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### **801 GENERAL PROVISIONS**

It is the Policy of Trailer Estates Park & Recreation District that any harassment, including sexual harassment, both explicit and implicit, is prohibited. Any supervisor who becomes aware (see section 900 Employee Complaint Procedure) of conduct constituting harassment shall immediately notify Trailer Estates Board of Trustees. The Trailer Estates Board of Trustees will determine what action should be taken.

Employees engaging in conduct constituting harassment are subject to disciplinary action, which may include discharge.

Any employee who disciplines, intimidates, discriminates against, retaliates against or harasses any other employee for reporting, in good faith, an allegation of harassment, including sexual harassment, shall be subject to disciplinary action, including discharge.

## TRAILER ESTATES PARK & RECREATION DISTRICT

### PERSONNEL POLICY

#### Section 900 EMPLOYEE COMPLAINT PROCEDURE

#### **901 PROCEDURAL PROCESS**

##### **901.1 Purpose**

The Employee Complaint Procedure is a process for resolving employee work related problems and complaints at as low an administrative level as possible. It is designated to insure the fair, expeditious and orderly resolution of employee problems and complaints. No employee will be intimidated, restrained, coerced or discriminated against because of their complaint or grievance. Applicants for employment, probationary and temporary employees are included in the process.

##### **901.2 Complaint Filing Procedures**

**Step 1:** The employee will consult with their immediate supervisor within three (3) working days of the occurrence or the emergence of the problem. If a resolution satisfactory to the employee is not reached within a reasonable time, the employee moves to Step II.

**Step II:** The employee presents a written statement of the complaint to the Board of Trustees. A meeting will be scheduled within five (5) working days after receipt of the written complaint. In addition to the Board of Trustees members and the employee, the employee's supervisor and another employee of the aggrieved employee's choice shall attend the meeting.

**Step III:** The Board of Trustees will render a decision to the employee within five (5) working days after hearing the complaint.

##### **901.3 Harassment**

If the complaint involves harassment, the procedure outlined in 901.2 will then be followed. Harassment complaints can be brought to their immediate supervisor, another supervisor or any trustee.



# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 1000 EMPLOYEE EVALUATION PROCEDURE

#### **1000 EMPLOYEE PERFORMANCE EVALUATION SYSTEM**

The Employees Performance Evaluation System is designated to provide uniform procedures and guidelines for supervisors who evaluate the performance of employees. The guidelines to be followed are (revised 8/1/11):

1. Employees will be evaluated once per year by their supervisor with the evaluation period commencing on November 16<sup>th</sup> of a year and ending on November 15<sup>th</sup> of the next year.
2. Within 2 weeks of the evaluation period, by November 30<sup>th</sup>, the supervisor will conduct an evaluation conference.
3. The employee will be evaluated on the following areas utilizing the Trailer Estates Employee Evaluation Form (See Appendix D).
  - A. ATTITUDES/INTEREST
  - B. KNOWLEDGE AND SKILL
  - C. SUPERVISION RESPONSE
  - D. INDEPENDENCE
  - E. ENDURANCE AND PACE
  - F. ATTENDANCE AND PARTICIPATION
  - G. COMMUNICATION AND INTERACTION
  - H. SAFETY
4. The evaluation form will be reviewed with the employee. The employee will sign the form at the evaluation conference, indicating that the supervisor reviewed the form with him/her.
5. The employee will be able to write comments in response to the yearly evaluation. Comments must be submitted within 30 days of the conference date.
6. If, during the evaluation period, an employee demonstrates work performance that is unsatisfactory or that violates policies, an employee incident form may be completed (See Appendix E). The form will be reviewed with the employee and placed in his/her personnel folder within 30 days of the incident. The employee will sign the form and will be given a copy. He/she will be able to write comments which must be submitted within 30 days of the review. Employee incidents which occur during the evaluation period will be reviewed by the supervisor at the time of the yearly evaluation.
7. The evaluation form, including the written comments from the employee, will be placed in the employee's personnel file.
8. A copy of the evaluation form will be given to the employee.
9. A copy will be given to the Treasurer Trustee (by December 1). The Treasurer Trustee will utilize the evaluation information to determine whether to request calendar year-end bonuses at a December board meeting.

10. The Supervisor will utilize the evaluation form/information to make recommendations for changes in rate of pay, changes in classification, discharge, etc. This information will be submitted to the Board by February 1, at the discretion of the supervisor, or at the direction of the Board.
11. During October of each year, employees will be notified and given a copy of this policy (Section 1000), the Employee Evaluation and Incident Form (Appendices C and D) and the Classification and Pay Plan General Policies (Section 401).

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**PERSONNEL POLICY**

**Section 1100 OUTSIDE EMPLOYMENT/ENTERPRISE/BUSINESS**

**1100 OUTSIDE EMPLOYMENT/ENTERPRISE/BUSINESS**

No employee shall work in any enterprise or business, or accept outside employment or render services for private interests, whether paid or unpaid, when the employment or service conflicts with the employee's official duties, or has the appearance of a conflict or impairment of judgment.

Prior to engaging in any enterprise or business, or accepting outside employment, or rendering services for private interests, whether paid or unpaid, employees must request approval from the Trailer Estates Board of Trustees. Failure of the employee to notify the Trailer Estates Board of Trustees and obtain approval as outlined is a violation of Policy subject to disciplinary action, including dismissal.

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**PERSONNEL POLICY**

**Section 1200 POLITICAL ACTIVITY**

**1200 POLITICAL ACTIVITY**

All employees are encouraged to be politically aware and active, to participate in political activities, and to exercise their rights to vote according to their individual convictions, however, no employee shall use his/her official authority or influence for the purpose of interfering with an election or a nomination for office or influencing another person's vote or affecting the result thereof. In addition, no employee may solicit contributions or services for any political party or candidate during working hours.

This policy does not restrict the right of an employee to hold membership in and support a political party, to vote as he/she wishes, to express opinions on all political subjects and candidates, to maintain political meetings or campaign actively during off-duty hours in all areas of political activity.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 1300 SAFETY

#### **1300 SAFETY**

Employees are expected to be safety minded and follow the rules and regulations regarding safety. Any accident must be immediately reported to the employee's immediate supervisor and followed by a written report within twenty-four (24) hours to the Trailer Estates Board of Trustees or designee. Safety meetings of all staff will be held at least once a month.

#### **1300.1 Management Commitment And Involvement**

- (a) "The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority and provide the financial resources to correct unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment."
- (b) "The primary responsibility for the coordination, implementation and maintenance of our workplace safety program has been assigned to the Maintenance Manager, (941) 756-7177.
- (c) "Senior management will be actively involved with employees in establishing and maintaining an effective workplace safety program. Our safety program coordinator or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include: promoting safety committee participation; providing safety and health education and training; and reviewing and updating workplace safety rules, policies, and procedures."

#### **1300.2 Safety Committee**

- (a) "A safety committee has been established to recommend improvements to our workplace safety and health program and to identify corrective measures needed

to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization: Mark Yawberg, all Maintenance employees and the Maintenance Trustee of the board of Trustees.

- (b) “The safety committee shall determine the schedule for evaluation the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.”
- (c) “The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, and inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.”
- (d) “The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.”
- (e) “The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.”
- (f) “The safety committee will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that is effective, and that it is documented.”
- (g) “The minutes of meetings revealed the following: Date, time and location of meeting; Persons attending meeting (NAME OF ALL PERSONS IN ATTENDANCE); Action items from the previous safety committee meeting; Review of accidents since the previous meeting; Recommendations for prevention; Recommendations from anonymous employees; Suggestions from employees; Recommended update to safety program; Recommendations from accident investigation report; and Safety training recommendations.:

### **1300.3 Safety And Health Training**

- (a) “Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to copy of this safety and health manual, through his or her supervisor, for review and future reference, and will be given a personal copy of safety rules, policies, and procedures pertaining to their job. Supervisors will ask questions of employees and answer employees’ questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Employees will receive instructions from their supervisor that compliance with the safety rules described in the workplace safety manual is required.”

- (b) Supervisors will initially train employees on how to perform assigned job tasks safely.

Supervisors will carefully review with each employee the applicable, specific safety rules, policies, and procedures that are described in the workplace safety manual.

Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before employees are permitted to do the work without supervision. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

Supervisors will review safe work practices with employees before permitting new, non-routine, or specialized procedures to be performed.

- (c) “All employees will be retrained periodically on safety rules, policies, and procedures and when changes are made to the workplace safety manual. Individual employees will be retrained after a work related injury caused by an unsafe act or work practice occurs and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.”

#### **1300.4 First Aid Procedures**

- (a) “First aid kits are kept in the large kitchen, janitor room, back of large hall, maintenance building, woodshop, maintenance closet in the activity center, pool deck, pool equipment room, office and eye wash equipment is kept in the maintenance office. All golf carts have a small first aid kit. If you sustain an injury or are involved in an accident requiring minor first aid treatment, inform your supervisor and administer first aid treatment to the injury or wound. If a first aid kit is used, indicate usage on the accident investigation report. Provide details of the accident to your supervisor for the completion of accident investigation report. For non-emergency work related injuries you sustain an injury requiring treatment other than first aid, inform your supervisor and proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary. If you sustain a severe injury requiring emergency treatment call for help and seek assistance from a co-worker. Employees should use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.”
- (b) “Each employee will receive training and instructions on our first aid procedures. Employees should wash minor cuts and abrasions with mild soap and water and cover with a clean dressing from the first aid kit. For larger wounds, stop

bleeding by pressing directly on the wound using a bandage or clothe and have co-worker use the posted emergency telephone numbers to call for medical assistance.

- (c) “Employees may obtain medical and emergency assistance by using the telephone in your work area and dialing the safety coordinator, Mark Yawberg, (941) 756-7177; or Manatee Memorial Hospital, (941) 745-5111; or Fire Department, 911; or ambulance, 911; or Police, 911.

### **1300.5 Accident Investigation**

- (a) “Accident investigations will be performed by the supervisor of the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports (see Incident Report, Appendix E) are being filled out completely, and that the recommendations are being addressed. Supervisors will implement temporary control measures to prevent any further injuries to employees. The supervisor will review the equipment, operations, and processes to gain an understanding of the accident situation. The supervisor will identify and interview each witness and any other people who might provide clues to the accidents causes. The supervisor will investigate causal conditions and unsafe acts and make conclusions based on existing facts. The supervisor will complete the accident investigation report, provide recommendations for corrective actions, and indicate recommended changes or additions to the workplace safety rules. The supervisor will indicate the need for additional or remedial safety training.”
- (b) “Name (NAME OF INJURED EMPLOYEE); Time (TIME OF INJURY); Date (DATE OF INJURY); Accident description; Location of Accident; Age (AGE OF INJURED EMPLOYEE); Job Title; Length of Experience on job; Length of Service with Company; Area Supervisor; Nature of Injury; Body Part Affected; Cause of Accident; Unsafe Acts or Conditions; Safety Training Provided; Interim Corrective Action Taken to Prevent Recurrence of Accident; Recommendations for Follow-Ups and Long-Term Corrective Action; Safety Training Conducted or Requested; Follow-up Taken by Safety Coordinator.

### **1300.6 Recordkeeping**

- (a) “The safety coordinator will give the office manager all employees’ accident and injury records and they will be maintained and filed by the office manager. Completed accident investigation records, notice of injury forms, and log and summary of occupation injury and illness forms will be maintained by the office manager for three years.



# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

<p><b>Section 1400 ILLEGAL CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES – DRUG FREE WORKPLACE PROGRAM</b></p>
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### **1400.1 General Description**

The following activities shall be prohibited while on duty: misuse of controlled substances and reporting for work or duty under the influence of any substance as defined in Chapter 893, Florida Statutes is prohibited.

Employees are subject to substance testing per the following:

- (a) When an employee is directly involved, while on the job, in any serious vehicular or equipment accident.
- (b) Reasonable cause – when two (2) or more supervisory employees have reasonable cause to suspect an employee of being under the influence of alcoholic beverages, using illegal controlled substances, misusing any other controlled substance on the job, the employee will be subject to drug or alcohol testing.
- (c) When two (2) or more employees have reasonable cause to suspect a supervisor or managerial employee in violation of this Section, they will report such belief to Trailer Estates Board of Trustees.

If, in the opinion of Trailer Estates Board of Trustees, or designee, the employee involved is considered impaired, the employee should be sent home or to a medical facility by safe transportation and accompanied by their supervisor or another employee, if necessary. The employee should not be permitted to drive on their own.

### **1400.2 Purpose, Scope And Prohibitions**

1. Trailer Estates Park & Recreation District has a compelling interest in maintaining a safe, healthy and productive work environment for all its employees; in providing professional services for residents in a safe, timely and efficient manner; in maintaining the security of the equipment and workplace; and in performing all these functions in a fashion consistent with the interests and concerns of the community.
2. Pursuant to these goals, Trailer Estates Park & Recreation District has established a Drug-Free Workplace Program. This program is intended to comply with: the Drug-Free Workplace Program requirements set forth in Chapter 440, Florida Statutes; implementing regulations, promulgated by the State of Florida, Department of Labor and Employment Security, Division of Workers'

Compensation. The program is also intended to deter drug and alcohol abuse by employees in order to limit illness and injuries to themselves and to others.

3. To enforce Trailer Estates Park & Recreation District's drug and alcohol-free policies and programs and current employees can be required to submit to substance abuse testing under certain circumstances as set forth herein, and are expected to cooperate fully in providing specimens and explanations which may be subsequently required by this policy.
4. This policy applies to employees in all job classifications at all locations, during their entire workday.
5. Trailer Estates Park & Recreation District employees are strictly prohibited from engaging in any of the following acts while on Trailer Estates Park & Recreation District premises or within Trailer Estates Park & Recreation District facilities or while operating Trailer Estates Park & Recreation District vehicles:
  - a. Unlawful possession, use, consumption, sale, purchase, distribution, dispensation or manufacture of any illegal drug; or
  - b. Use or consumption of alcoholic beverages; or
  - c. Misuse of legally obtained drugs.
6. Trailer Estates Park & Recreation District
  - a. Will NOT permit any employee to report to work nor to perform duties with the presence of any illegal drug in his/her system; or with a blood-alcohol level of 0.08 percent or more; or if his/her senses are impaired due to misuse of legally obtained drugs or alcohol.
7. Will not permit any employee to report to work or to perform his/her duties while taking prescription or non-prescription medication, which adversely affects the person's ability to safely and effectively perform his or her job functions. Employees taking any medication that adversely affects employee's ability to safely and effectively perform their job should discuss any concerns with their supervisor. Discussion is limited to employee's ability to safely perform job duties and employee does not need to disclose either medication nor medical condition.
8. Will require any employee to report any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution to the Treasurer no later than five days after such conviction. Any employee who fails to notify the Treasurer will be subject to disciplinary action, up to and including termination.
9. Abiding by the terms of this policy is a condition of employment.

10. Any employee who violates this policy is subject to disciplinary action, up to and/or including discharge.

### **1400.3 Drug And Alcohol Testing Program**

#### **1400.31 Types Of Testing**

##### **a. Reasonable Suspicion Testing and Post Accident/Cause**

- (1) Supervisors may have reasonable suspicion to believe that an employee is using or has used drugs in violation of Trailer Estates Park & Recreation District's policy. Such evidence may consist of, but is not limited to:
  - (a) Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.
  - (b) Abnormal conduct or erratic behavior while at work or significant deterioration in work performance.
  - (c) A report of drug/alcohol use, provided by a reliable and credible source.
  - (d) Evidence that an individual has tampered with a required drug test.
  - (e) Information that an employee has caused, contributed to, or been involved in an accident while at work. An employee, who is unable to submit to testing at the time of an accident due to the seriousness of his/her injuries, is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his or her body.
  - (f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or alcohol while working or while on Trailer Estates Park & Recreation District's premises or while operating a Trailer Estates Park & Recreation District's vehicle, machinery, or equipment.
- (2) The supervisor will report his/her suspicions to the Chairman in accordance with internal policies developed by Trailer Estates Park & Recreation district. Only in the absence of the Chairman, the 1<sup>st</sup> Vice Chairperson may direct an employee to submit to reasonable suspicion drug and alcohol testing under the following conditions:
  - (a) If the supervisor believes the employee is impaired in any way by drugs or alcohol, the supervisor will personally

drive or direct another responsible individual to drive the employee to the approved drug-testing site.

- (b) An impaired employee shall never be permitted to drive a Trailer Estates Park & Recreation District vehicle.
  - (c) Travel to and from, and time spent at, the drug testing site will be on Trailer Estates Park & Recreation District time-not the employee's own time.
  - (d) After drug testing is completed, the employee should be transported to the supervisor's location. The supervisor, based on the facts and circumstances, may suspend the employee pending receipt of the results of the drug or alcohol testing.
  - (e) The supervisor should arrange to have an impaired employee taken home. The supervisor should tell an employee who refuses assistance that law enforcement authorities would be called if the employee attempts to drive home alone. If the employee persists in attempting to drive after such a warning, the supervisor must call the appropriate law enforcement agency.
- (3) Within seven days after testing based on reasonable suspicion, the supervisor who recommended the testing shall retain in writing, the circumstances which formed the basis of his or her belief that reasonable suspicion existed to warrant the testing. The supervisor who directed the drug test will certify on the form that he/she was informed of the basis of suspicion and was satisfied reasonable suspicion existed. A copy of this report shall be provided to the employee being tested upon request. The original copy of the report shall be kept confidential and retained in the personnel file at least twelve months.
- (4) Any on-the-job injury, for which an employee requests or is required to seek Worker' Compensation medical treatment, amounts to sufficient reasonable suspicion to require drug testing. All employees reporting for such medical treatment will submit to a drug/alcohol test as part of the evaluation.

#### **b. Follow-up Testing**

- (1) Alcohol retests, in accordance with 49 C.F.R. Part 655.42, are required before performing safety-sensitive functions.
- (2) If, in the course of employment, an employee is required by Trailer Estates Park & Recreation District to enter an Employee Assistance Program (EAP) for drug-related problems or a drug/alcohol rehabilitation program, the employee must submit

to drug or alcohol testing as a part of and as follow-up to such program.

### **1400.32 Conditions Of Testing**

#### **a. Confidentiality**

- i) All information including, but not limited to, interviews, reports, statements, memoranda and drug test results received by any Trailer Estates Park & Recreation District Trustee in conjunction with this Drug Testing Program, will be forwarded to the Chairman and will be considered confidential communications. Such information will not be disclosed or released except as authorized pursuant to State law or regulations or written consent by the person tested.
- ii) The Chairman's Office will establish and maintain a separate confidential file for Drug Testing Program information. All correspondence and documentation shall be retained for at least one year. The file is exempt from release except as provided in 440.102(8), Florida Statutes.

#### **b. Consent Form**

- (1) Employees and applicants must sign a "Testing Consent Form" stating they agree to be tested for drugs and alcohol as provided in this program and they release Trailer Estates Park & Recreation District and its employees from liability.
- (2) Refusal to sign the consent form may result in applicant disqualification for further employment consideration, or an employee's termination from Trailer Estates Park & Recreation District's employment.

#### **c. Refusal to Submit to Testing**

- (1) Refusing to provide a specimen or report for drug and/or alcohol testing as required by Trailer Estates Park & Recreation District.
- (2) Failing to provide adequate breath for alcohol testing without a valid medical explanation.
- (3) Failing to provide an adequate urine sample for controlled substance testing without a medical explanation.
- (4) Failure to permit direct observation of urination when required.

- (5) Refusing to submit to a re-collection of a specimen when required, including negative-dilute result; or test-canceled results, will require an immediate non-observed recollection. Invalid result with no medical explanation will require an immediate observed recollection.
- (6) Failure to undergo a medical examination or evaluation when directed by the Medical Review Officer as part of the test result verification process, or when required as part of the “Shy Bladder” evaluation.
- (7) Refusing to comply with the Drug-Free Workplace Program policy or disciplinary consequences of this procedure.
- (8) Refusing to comply with mandatory referrals to Trailer Estates Park & Recreation District’s employee assistance program provider or failing to comply with any recommendations made by that provider.
- (9) Engaging in conduct that clearly obstructs the testing process.
- (10) Engaging in conduct that creates reason to believe that a urine specimen has been altered, substituted or adulterated for the purpose of affecting the validity or accuracy of a controlled substance test result.
- (11) Failing to appear at the collection facility at time directed by supervisor without prior approval or valid explanation.
- (12) Failure to sign the certification on Step 2 of the alcohol test form.

**Employees in safety-sensitive positions will immediately be prohibited from safety-sensitive functions if they refuse any test.**

- (1) An employee who is injured in the course and scope of his/her employment and who refuses to submit to a drug test, forfeits his/her eligibility for Florida Workers’ Compensation medical and indemnity benefits. Any Trailer Estates Park & Recreation District group health/medical insurance in effect does not cover injuries sustained in the course and scope of employment.

**1400.33 Testing Procedures**

**a) Licensed Certified Laboratory**

- 1) A Trailer Estates Park & Recreation District designated laboratory licensed by the State of Florida Agency for Health Care Administration will conduct all drug testing.

- 2) The testing will be conducted with appropriate chain of custody procedures in place to ensure accuracy/continuity in specimen collection, handling, transfer and storage.

**b) Drugs to be Tested**

- 1) When testing is conducted in conjunction with this Program, Trailer Estates Park & Recreation District may test for any or all of the following drugs: Amphetamines; cannabinoids; cocaine; opiates; phencyclidine; barbiturates; benzodiazepines; methaqualone; hallucinogens; synthetic narcotics; designer drugs; alcohol, including distilled spirits, wine, malt beverages or an intoxicating liquor; or a metabolite of any of the substances listed in this paragraph.

**c) Reporting Medication, Which May Alter, or Affect a Drug Test Result**

- 1) Each applicant/employee shall be provided a form entitled “Report of Use of Medication” on which to report, before and/or after being tested, the use of prescription or non-prescription medication which may alter or affect the outcome of a drug test as well as any other information relevant to the drug test result. The reverse side of the form shall contain a list of the most common medications, by brand name or common name, as well as by chemical name, which may alter or affect a drug test result. The information provided by the employee or job applicant will be kept confidential and shall be reviewed only by a Medical Review Officer (MRO) interpreting any confirmed positive results.
- 2) Job applicants and employees have the right to consult with the MRO for technical information regarding prescription and non- prescription medication to determine whether the medication has affected a drug or alcohol test result. (Note: Neither hemp, hemp and/or “coca” products, nor “medical marijuana” will be accepted as a legitimate explanation for a THC positive test.)

**d) Cost of Testing**

- (1) Trailer Estates Park & Recreation District will pay the costs of initial and confirmation drug/alcohol testing which it requires of employees.
- (2) Applicants and employees shall pay the cost of any additional drug and alcohol testing not required, including tests conducted for employees as part of an EAP or drug/alcohol rehabilitation program, or as a condition of returning to work.
- (3) Any drug/alcohol test requested by an employee, but not required by Trailer Estates Park & Recreation District, will be at the employee’s expense.

**e) Collection Site and Laboratory Analysis Procedures**

- (1) Security of the collection site, chain of custody procedures, privacy of the individual, collection control, integrity and identity of the specimen and transportation of the specimen to the laboratory, as well as laboratory security, laboratory chain of custody, transporting and receiving of specimen, specimen processing, retesting, storage of specimen, instrument calibration, and reporting of results, shall be in accordance with 112.0455 and 440.102 of the Florida Statutes. These procedures are intended to ensure that specimens are properly collected, identified and tested.

**f. Specimen Type Testing**

- (1) Drug testing will be by urinalysis.
- (2) Normally, alcohol testing will be by a breath alcohol device.

**1400.34 Release And Review Of Test Results**

**a. Medical Review Officer (MRO)**

Trailer Estates Park & Recreation District will contract with a private entity, which will employ licensed physicians to act as MROs. The MROs will be responsible for receiving and reviewing all confirmed test results from the testing laboratory. The MROs will contact each donor who tested positive to inquire about possible prescription or over-the-counter medications or other factors, which could have caused a positive test result, and to provide technical assistance for the purpose of interpreting the result.

**b. Reporting Results**

- (1) The testing laboratory will report all drug test results directly to the MRO as soon as possible. The laboratory must provide the MRO quantification of the test results upon request.
- (2) Only specimens which are confirmed as positive on the confirmation test shall be reported positive to an MRO for a specific drug.
- (3) The MRO will telephonically contact each donor whose test has been confirmed positive within three workdays of receipt of the test results from the laboratory. The MRO will ask the donor about prescription or over-the-counter medications or other factors, which could have caused the positive test result. The donor may submit documentation to the MRO on such factors.
- (4) If the MRO is unable to contact a donor who has tested positive, the MRO will notify the Treasurer, or designee, and request that Trailer Estates Park & Recreation District direct the donor to contact the MRO. If the donor does not contact the MRO within two days thereafter, the MRO will verify the test result as positive.



- (5) If the donor refuses to talk with the MRO regarding a positive test result, the MRO will validate the result as positive and annotate such refusal in the report.
- (6) The MRO will notify the Chairman, in writing of the verified test result, negative, positive or inconclusive. If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO will report a negative test to Trailer Estates Park & Recreation District.
- (7) Should the MRO feel that the legal use of a medication would endanger the donor or others, the MRO will report the test negative due to a validated prescription, but will request that the individual be placed in a position, which would not threaten the safety of the donor or others. The Chairman or designee will telephonically notify the employee's supervisor, or designee, immediately.

**c. Notice to Donor of the Test Results**

- (1) Within three workdays after the receipt of a confirmed positive test result from the MRO on a current employee, the Chairman or designee will discuss disciplinary actions with the employee's supervisor or designee. Within two workdays thereafter, the supervisor will inform the employee, in writing, of the positive test results, the consequences of the results, and the options available to the employee, including the right to file an administrative or legal challenge. The supervisor will also initiate appropriate disciplinary action.
- (2) Within three workdays after receipt of a confirmed positive test result from the MRO on a job applicant, the Chairman will inform the applicant in writing of the positive test results, the consequences of the results, and the options available to the applicant, including the right to file an administrative or legal challenge.

**1400.35 Challenges To Test Results**

- a. Upon written request, a copy of the test results will be provided to the donor.
- b. Intra-Trailer Estates Park & Recreation District Challenge
  - 1) Within five working days after receiving notice from the Chairman or the employee's supervisor of a confirmed positive test result, the donor may submit information, in writing, to the Chairman explaining or contesting the test results.
  - 2) If the donor's challenge of a positive test result is deemed unsatisfactory by the Chairman, he/she shall, within ten workdays of receipt of the donor's challenge, provide the donor with a written explanation as to why his or her challenge is deemed unsatisfactory.

In the case of a current employee, a copy of the explanation will also be filed in personnel file and may be used in any disciplinary action.

- 3) If the donor's challenge of a positive drug/alcohol test result is deemed as satisfactory by the Treasurer, all disciplinary actions with regard to the confirmed positive drug/alcohol test result will be reserved and the employee shall be reimbursed for all lost wages and benefits.

#### **c. Administrative or Legal Challenge**

- (1) An injured employee may administratively challenge test results by filing a petition for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes.
- (2) Any donor may challenge the test result in a Court of competent jurisdiction.
- (3) A donor who challenges the results of a test is responsible for notifying the testing laboratory to retain the testing sample until the case is settled.

#### **d. Independent Testing**

- (1) The donor has 180 days to request independent testing of a portion of the tested specimen after receiving written notification of a positive test result. The Laboratory utilized must also be licensed by the State of Florida Agency for Health Care Administration or certified by the United States Department of Health and Human Services.
- (2) The independent testing is at the donor's expense.
- (3) Results of the testing may be used in any administrative or legal challenge.

### **1400.4 Consequences Of Positive Test Results**

#### **1. Non-Employee Applicants**

- a. Disqualified general public applicants are eligible to reapply for employment consideration after a thirty-six (36) month waiting period.

#### **2. Employees**

- a. An employee whose results are confirmed positive when tested for any reason, including random selection, reasonable suspicion, post-accident, or who refuses to submit to testing, will be discharged.

- b. Notwithstanding the foregoing, non-safety-sensitive employees with a confirmed alcohol concentration of .02 or greater but less than .08, or safety-sensitive employee with confirmed alcohol concentration of .02 but less than .04, will not constitute a “positive.” However, such employee will be immediately removed from duties and suspended for a minimum period of three (3) days without pay for having alcohol in the system during work hours.
- c. Employees terminated from employment due to a positive drug/alcohol test, refusal to test, or violation of the Drug-Free Policy shall be disqualified from re-employment for a period of thirty-six (36) months.
- d. Trailer Estates Park & Recreation District reserves the right to place an employee on administrative leave without pay pending receipt of the results of a drug test or the outcome of an investigation or appeal related to a violation of Trailer Estates Park & Recreation District’s Drug-Free Workplace Policy.

#### **1400.5 Awareness And Education Program**

1. The Trailer Estates Park & Recreation District Drug-Free Workplace Awareness and Education Program are designed to help achieve Trailer Estates Park & Recreation District’s goal of maintaining a drug-free workplace.
2. The Chairman will establish an awareness and education program, which will include the following elements:
  - a. Ongoing communications to Trailer Estates Park & Recreation District’s employees through educational and informational materials advising about the dangers of drug and alcohol abuse.
  - b. Display and distribution to Trailer Estates Park & Recreation District employees of the park’s Drug-Free Workplace Policy.
  - c. Maintaining a current resource file of EAP providers the Park may have available and providing a representative sampling of local drug/alcohol rehabilitation programs and employee assistance programs.
  - d. Notice of drug-testing requirements on all job vacancy announcements.
  - e. Copies of drug testing policy available for inspection by employees and job applicants.

### **1400.6 Rehabilitation**

1. Trailer Estates Park & Recreation District supports sound treatment efforts. No employee will be retaliated against for voluntarily seeking assistance for problems relating to drug or alcohol use or abuse. Individuals will be allowed to address and resolve any drug and alcohol related problems on a confidential basis.
2. An employee who realizes that he or she has developed a dependence on drugs, alcohol or any controlled substance should inform his/her supervisor, or the Treasurer, of that condition and seek trained, professional assistance immediately. Employees are encouraged to seek rehabilitation voluntarily (without disciplinary action) prior to any management action, to address and resolve any drug and alcohol related problems on a confidential basis.
3. Trailer Estates Park & Recreation District reserves the right to require an employee to use an EAO or drug rehabilitation program. In all cases, the employee will pay the cost, unless it is covered by insurance.

# TRAILER ESTATES PARK & RECREATION DISTRICT

## PERSONNEL POLICY

### Section 1500 OPERATION OF COMPANY VEHICLES

#### **1500 OPERATION OF COMPANY VEHICLES**

Company owned vehicles may only be operated by current employees.

Operators of said vehicles must maintain a valid Florida driver's license and report all traffic citations and accidents to their immediate supervisor immediately (both in a company vehicle & personal vehicle).

Operators of said vehicles are restricted from texting during operation of said vehicles.

Operators of said vehicles are not required to answer work related cell phone calls while moving and are encouraged to pull over to a safe haven to speak on the phone.

Operators of said vehicles are expected to report any vehicle maintenance issues to their immediate supervisor as soon as appropriate.

## **TRAILER ESTATES PARK & RECREATION DISTRICT**

### **PERSONNEL POLICY**

<b>Section 1600 MISCELLANEOUS</b>
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#### **1600 MISCELLANEOUS**

##### **1601 Dress**

The choice of attire is discretionary but appropriate for the working environment.

#### **1602 WORKERS' COMPENSATION**

##### **1602.1 General Provision**

The Florida State Workers' Compensation Law governs payment of Workers' Compensation to eligible employees.

##### **1602.2 Report of Injury**

An accident or injury, both whether involved in or a witness to, regardless of the severity, must be reported to their immediate supervisor or Trailer Estates Administration Office as soon as possible following the incident.

A Notice of Injury report will be filed with the Worker's Compensation insurance carrier, and a copy will be maintained in Trailer Estates Personnel records.

##### **1602.3 Compensation of Pay**

An employee absent from work due to Workers' Compensation related accident might use sick leave and/or annual vacation leave. If absence is for an extended period of time, and requirements are met to receive compensation by means of the Florida States Workers' Compensation Law, the employee may use accrued sick or annual vacation leave to supplement Workers' Compensation pay up to the employee's regular salary.

#### **1603 SMOKING POLICY**

Smoking is not permitted inside any Trailer Estates buildings at any time.

**TRAILER ESTATES MAINTENANCE DEPARTMENT  
JOB TITLES AND POSITION DESCRIPTIONS  
DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX A**

**A. JOB TITLES AND POSITION DESCRIPTIONS**

- 1) Maintenance Manager
- 2) Maintenance Foreman
- 3) Maintenance Technician 3
- 4) Maintenance Technician 2: Pool/Gardens
- 5) Maintenance Technician 2: Hall/Laundry
- 6) Maintenance Technician 1: Restrooms/Office
- 7) Night Lock Up
- 8) Weekend/Holiday Opener
- 9) Weekend/Holiday Set-up
- 10) Pool Blanket Installer

**B. DUTIES AND RESPONSIBILITIES**

- 1) GENERAL RESPONSIBILITIES
- 2) SPECIFIC AREA RESPONSIBILITIES
- 3) SPECIFIC FUNCTION RESPONSIBILITIES

## **A. JOB TITLES AND POSITION DESCRIPTIONS**

### **JOB TITLE AND DESCRIPTION**

I) Job Title: Maintenance Manager Reports to: Maintenance Trustee

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

### **MAJOR DUTIES**

1. Accomplish staff results by communicating job expectations, appraising job results, coaching, counseling and disciplining employees, developing, coordinating and enforcing systems policies procedures and productivity standards.
2. Oversees and assigns daily tasks.
3. Orders supplies and materials.
4. Gets bids for jobs as directed by Trustee.
5. Oversees jobs and contractors as directed by Trustees.
6. Assists in maintenance budget.
7. Liaison between board and employees.
8. Assists in all maintenance duties.
9. Assists in scheduling events and details for events.
10. Completes reports as needed.
11. Oversees and maintains park security systems equipment.
12. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).



## **JOB TITLE AND DESCRIPTION**

2) Job Title: Maintenance Foreman Reports to: Maintenance Manager

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

## **MAJOR DUTIES**

1. Oversee and assigns daily tasks in coordination with the Maintenance Manager.
2. Assist with Maintenance Manager duties when needed.
3. Janitorial, setups, general maintenance of activity center.
4. Janitorial, general maintenance of post office area.
5. Maintenance, repairs, and construction of equipment, buildings and grounds.
6. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

## **JOB TITLE AND DESCRIPTION**

3) Job Title: Maintenance Technician 3 Reports to: Maintenance Foreman

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

## **MAJOR DUTIES**

- I. Janitorial, setups, general maintenance of activity center.
2. Janitorial, general maintenance of post office area.
3. Maintenance, repairs, and construction of equipment, buildings and grounds.
4. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

**JOB TITLE AND DESCRIPTION**

4) Job Title: Maintenance Technician 2: Pool/Gardens

Reports to: Maintenance Foreman

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

1. Janitorial, chemical, maintenance of pool, spa, and deck area.
2. Litter and trash removal Park's outer areas.
3. Planting, trimming, fertilizing, and weeding of plants, roses, bushes, and trees.
4. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

**JOB TITLE AND DESCRIPTION**

5) Job Title: Maintenance Technician 2: Hall/Laundry

Reports to: Maintenance Foreman

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

1. Janitorial, maintenance of laundry, restrooms.
2. Janitorial, setups, maintenance of small and large ball.
3. Janitorial and maintenance of large and small kitchens.
4. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

## **JOB TITLE AND DESCRIPTION**

6) Job Title: Maintenance Technician 1: Restrooms/Office Reports to: Maintenance Foreman

Hours Required: 20 hours per week

Salary Range: See Increment Chart – Appendix C

## **MAJOR DUTIES**

1. Janitorial - office.
2. Janitorial – pool showers.
3. Janitorial - restrooms, hall, office, activity center, woodshop
4. Janitorial – all drinking fountains.
5. Other duties as assigned (see Maintenance Department: Duties and Responsibilities)

## **JOB TITLE AND DESCRIPTION**

7) Job Title: Night Lockup Reports to: Maintenance Foreman

Hours Required: Per Job.

Job Summary: To secure all park property at the end of daily activities.

Salary Range: Per Job.

## **MAJOR DUTIES**

1. Secure all park doors, windows & gates.
2. Turn off all park non-programmable AC units.
3. Check all restrooms, turn off running water and flush toilets if not flushed.
4. Turn off all lights not on timers.
5. Turn off spa jet pumps.

6. Add chlorine to pool for shocking and turn off chlorine feeder
7. Turn off sound systems.
8. Check gas pilots on large kitchen stove tops.
9. Check all kitchens for running water.
10. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

### **JOB TITLE AND DESCRIPTION**

8) Job Title: Weekend/Holiday Opener

Reports to: Maintenance Foreman

Hours Required: Per Job.

Job Summary: Open Park for activities on weekends and holidays.

Salary Range: Per Job.

### **MAJOR DUTIES**

1. Unlock park doors and gates needed for daily activities.
2. Clean shower room.
3. Open pool, spa, clean tile, vacuum, check and adjust chemicals, clean decks furniture, fill in reports, make minor repairs or adjustments, flush filters.
4. Open and clean as needed all restrooms.
5. Clean as needed activity center, laundry and post office area.
6. Turn on lights, A/C units needed for daily activity.
7. Remove pool blanket.
8. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

**JOB TITLE AND DESCRIPTION**

9) Job Title: Weekend/Holiday Set-Up

Reports to: Maintenance Foreman

Hours Required: Per Job.

Job Summary: Set-up for park activities on weekends and holidays.

Salary Range: Per Job.

**MAJOR DUTIES**

1. Set-up tables and chairs for park functions.
2. Sweep and mop floors as needed.
3. Empty trash as needed.
4. Mop kitchen as needed.
5. Set-up sound system for functions.
6. Unlock or lock doors as needed.
7. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

**JOB TITLE AND DESCRIPTION**

10) Job Title: Pool Blanket Installer

Reports to: Maintenance Foreman

Hours Required: Per Job.

Job Summary: Cover pool and spa with blankets.

Salary Range: Per Job.

## **MAJOR DUTIES**

1. After pool closes, install pool and spa blankets when temperature reaches set-point.
2. Place weights on blankets when windy.
3. Lock pool gate.
4. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

## **B. DUTIES AND RESPONSIBILITIES**

### **1. GENERAL RESPONSIBILITIES-**

***BUILDINGS: Small/Large Hall, District Office Building, Activity Center, Post Office, Laundry, Woodshop, Maintenance Shop, Shuffle Court Buildings, including 15 Restrooms, 29 Toilets and 3 Kitchen Areas.***

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: Painting, general electric (changing light fixtures, repair switches, etc.), general plumbing (changing faucets, valves, etc.), general carpentry, minor roof repairs, air conditioning work, general concrete work, and janitorial duties including cleaning (doors, windows, ceilings, floors, walls, sidewalks, toilets, sinks etc.), stripping and waxing of floors, running floor machine, and trash removal.

***GROUNDS: Recreation Halls, Beach, Marina, County Park, Tennessee Park, Iowa Easement, New Jersey Easement, Fire Hall, Marina Dr. and Arizona Street Easements, Canal, Bike Path, Bay Dr. Easement, Easement between East and West Bayou, Owners lawns as directed by Maintenance Trustee, Rose and Flower Gardens, Florida/ Oregon Park, and North Fence, including 4 Flag Poles, 18 Picnic Tables, 3 Swings, and 52 Park Benches.***

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: mowing, weeding, edging, litter pick-up, laying sod, trimming bushes and trees, small tree removal, fire ant treatments, fertilizing, herbicide and insecticide application, maintain American flags and poles, clean-paint-repair park benches and picnic tables, rake seaweed at beach, landscaping, clean and maintain parking lots.

## **2. SPECIFIC AREA RESPONSIBILITIES--**

***MARINA (approx. JOO slips):*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: Electrical and plumbing repair, dock repair, complete dock inspection every other month, set out and replace garbage cans on pick-up days, clean fish cleaning tables, maintain rental building, and maintain range light.

***POOL/SPA:*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: Daily vacuum, clean tile and decks, check chemicals twice daily, fill out state reports, participate in county inspections, set up security tapes, clean filters, brush pool and spa walls, maintain chemical feeders, change out pool/spa pumps, clean pool furniture, and nightly duties (install pool and spa blankets when temperature reaches set-point, place weights on blankets when windy, and lock pool gate).

***GROUNDS/IRRIGATION: Halls, Beach, Ivlarina, Florida/Organ Park, Rose Garde11s a11d Bocce Courts.*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: maintain pump house, install new lines and repair lines, valves, time clocks, heads. Adjust time cycles.

***LAUNDRY:*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: clean washing machines, dryers, restrooms, floors and windows, etc.

***SHOWER ROOMS:*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: daily mop floor, clean mats, shower stalls, toilets sinks, miuors and clean exhaust fan and vents.

***RESTROOMS:*** RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO: areas involved are the office, small and large hall, laundry, shower rooms, activity center and workshop. Clean floors, toilets, sinks, miuors, walls, stock paper towels and toilet paper and empty trash.



### **3. SPECIFIC FUNCTION RESPONSIBILITIES-**

***ACTIVITY SETUPS: Small and Large Halls, Activity Center, and Beach.***

**RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** set up tables and chairs, sound system, air conditioning for park activities, take grill and tables to beach or make arrangements during non-working hours for access to grill and tables, and cover tables when requested.

***MAINTENANCE OF EQUIPMENT:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** service tractor, mowers, truck, golf carts, trimmers, change filters, oil and broken parts, etc.

***SAFETY/INSPECTION:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** alert to safety concerns, report concerns to supervisor, attend and contribute to monthly safety meetings, safety inspector conducts monthly check list and prepares/presents report at monthly meetings.

***HURRICANE DUTIES:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** secure park before storm when directed by Trustee, pick up loose items, board up windows and doors, and sandbag low doorways. (See disaster checklist)

***TRAVEL:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** secure a class D drivers license, follow all traffic laws, obtain needed supplies as directed by Trustee or Maintenance Foreman using park truck.

***CLOSING/LOCKUP-FACILITY AND GROUNDS:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** Secure all park doors, windows & gates, tum off all park non-programmable A/C units, check all restrooms, tum off running water, and flush toilets if not flushed, tum off all lights not on timers, tum off spa jet pumps, add chlorine to pool for shocking and tum off chlorine feeder, tum off sound systems, check gas pilots on large kitchen stove tops, and check all kitchens for running water.

***WEEKEND AND HOLIDAY OPENING/MAINTENANCE-FACILITY AND GROUNDS:*** **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:** Unlock park doors and gates needed for daily activities, clean shower room, open pool, spa, clean tile, vacuum, check and adjust chemicals, clean decks, furniture, fill in reports, make minor repairs or adjustments, flush filters, open and clean as needed all restrooms, clean as needed activity center, laundry, post office area, tum on lights, A/C units needed for daily activity, and remove pool blanket.

**TRAILER ESTATES OFFICE  
JOB TITLES AND POSITION DESCRIPTIONS  
DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX B**

**A. JOB TITLES AND POSITION DESCRIPTIONS**

1) Job Title: Office Manager Reports to: Board Chairman

Hours Required: 40 hours per week

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

- 1) Supervise all office employees.
- 2) Completes tasks assigned by individual Board members.
- 3) Keeper of the Public Records.
- 4) Serves as the liaison between the public and the Board.
- 5) Handles storage lot and marina leases.
- 6) Orders office supplies.
- 7) Responsible for the training, instruction and elevation of employees.
- 8) Prepares deposits.
- 9) Uses Quick Books and other office computer programs.
- 10) Handles complaints.
- 11) Handles renter reservations.
- 12) Oversees publication of the Trailer Estates Tribune.
- 13) Assists in office budget preparation.
- 14) Other duties as assigned.

**TRAILER ESTATES OFFICE  
JOB TITLES AND POSITION DESCRIPTIONS  
DUTIES AND RESPONSIBILITIES**

**SECTION 402 APPENDIX B**

2) Job Title: Office Assistant Reports to: Office Manager

Hours Required: 15 plus, as needed

Salary Range: See Increment Chart – Appendix C

**MAJOR DUTIES**

- 1) Must be able to handle all duties listed under those assigned to the Office Manager so they can replace the latter in case of an emergency or during vacations. Daily job assignments will be assigned by the Office Manager.

**TRAILER ESTATES OFFICE AND MAINTENANCE DEPARTMENT JOB  
CLASSIFICATIONS AND PAY PLAN  
APPROVED 03/20/2017**

**SECTION 302 APPENDIX C**

**Maintenance Manager**

1-10 Years	11-20 Years	21-30 Years	31-35 Years	36-40 Years	41+ Years
\$20.32 - \$22.22	\$22.55 - \$25.79	\$26.07 - \$28.77	\$29.32 - \$31.27	\$31.89 - \$34.52	\$35.21 - \$38.11
\$ 20.32	\$ 22.55	\$ 26.07	\$ 29.23	\$ 31.89	\$ 35.21
\$ 20.52	\$ 22.89	\$ 26.36	\$ 29.70	\$ 32.53	\$ 35.92
\$ 20.72	\$ 23.23	\$ 26.65	\$ 30.17	\$ 33.18	\$ 36.63
\$ 20.93	\$ 23.58	\$ 26.94	\$ 30.65	\$ 33.84	\$ 37.37
\$ 21.14	\$ 23.94	\$ 27.24	\$ 31.27	\$ 34.52	\$ 38.11
\$ 21.35	\$ 24.30	\$ 27.54			
\$ 21.57	\$ 24.66	\$ 27.84			
\$ 21.78	\$ 25.03	\$ 28.15			
\$ 22.00	\$ 25.41	\$ 28.46			
\$ 22.22	\$ 25.79	\$ 28.77			

**Maintenance Foreman**

1-5 Years	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
\$17.00 - \$18.40	\$18.77 - \$20.32	\$20.72 - \$22.43	\$22.88 - \$24.77	\$25.26 - \$27.34	\$27.89 - \$30.19
\$ 17.00	\$ 18.77	\$ 20.72	\$ 22.88	\$ 25.26	\$ 27.89
\$ 17.34	\$ 19.14	\$ 21.14	\$ 23.34	\$ 25.77	\$ 28.45
\$ 17.69	\$ 19.53	\$ 21.56	\$ 23.80	\$ 26.28	\$ 29.02
\$ 18.04	\$ 19.92	\$ 21.99	\$ 24.28	\$ 26.81	\$ 29.60
\$ 18.40	\$ 20.32	\$ 22.43	\$ 24.77	\$ 27.34	\$ 30.19

**FT Maintenance Technician 3**

1-5 Years	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
\$13.00 - \$14.35	\$14.71 - \$16.24	\$16.64 - \$18.37	\$18.83 - \$20.78	\$21.30 - \$23.51	\$24.10 - \$26.60
\$ 13.00	\$ 14.71	\$ 16.64	\$ 18.83	\$ 21.30	\$ 24.10
\$ 13.33	\$ 15.08	\$ 17.06	\$ 19.30	\$ 21.83	\$ 24.70
\$ 13.66	\$ 15.45	\$ 17.48	\$ 19.78	\$ 22.38	\$ 25.32
\$ 14.00	\$ 15.84	\$ 17.92	\$ 20.28	\$ 22.94	\$ 25.95
\$ 14.35	\$ 16.24	\$ 18.37	\$ 20.78	\$ 23.51	\$ 26.60

**PT Maintenance Technician 2**

1-5 Years	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
\$12.00 - \$12.99	\$13.25 - \$14.34	\$14.63 - \$15.83	\$16.15 - \$17.48	\$17.83 - \$19.30	\$19.69 - \$21.31
\$ 12.00	\$ 13.25	\$ 14.63	\$ 16.15	\$ 17.83	\$ 19.69
\$ 12.24	\$ 13.51	\$ 14.92	\$ 16.47	\$ 18.19	\$ 20.08
\$ 12.48	\$ 13.78	\$ 15.22	\$ 16.80	\$ 18.55	\$ 20.48
\$ 12.73	\$ 14.06	\$ 15.52	\$ 17.14	\$ 18.92	\$ 20.89
\$ 12.99	\$ 14.34	\$ 15.83	\$ 17.48	\$ 19.30	\$ 21.31

**PT Maintenance Technician 1**

1-5 Years	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
\$11.00 - \$12.14	\$12.38 - \$13.41	\$13.67 - \$14.80	\$15.10 - \$16.34	\$16.67 - \$18.04	\$18.40 - \$19.92
\$ 11.00	\$ 12.38	\$ 13.67	\$ 15.10	\$ 16.67	\$ 18.40
\$ 11.28	\$ 12.63	\$ 13.95	\$ 15.40	\$ 17.00	\$ 18.77
\$ 11.56	\$ 12.89	\$ 14.23	\$ 15.71	\$ 17.34	\$ 19.15
\$ 11.85	\$ 13.14	\$ 14.51	\$ 16.02	\$ 17.69	\$ 19.53
\$ 12.14	\$ 13.41	\$ 14.80	\$ 16.34	\$ 18.04	\$ 19.92

**Office Manager**

1-10 Years	11-20 Years	21-30 Years	31-35 Years	36-40 Years	41+ Years
\$20.00 - \$21.87	\$22.09 - \$24.77	\$25.14 - \$29.60	\$30.19 - \$32.68	\$333.34 - \$36.09	\$36.81- \$39.84
\$ 20.00	\$ 22.09	\$ 25.14	\$ 30.19	\$ 33.34	\$ 36.81
\$ 20.20	\$ 22.31	\$ 25.51	\$ 30.80	\$ 34.00	\$ 37.54
\$ 20.40	\$ 22.54	\$ 25.90	\$ 31.41	\$ 34.68	\$ 38.29
\$ 20.61	\$ 22.76	\$ 26.29	\$ 32.04	\$ 35.38	\$ 39.06
\$ 20.81	\$ 22.99	\$ 26.81	\$ 32.68	\$ 36.08	\$ 39.84
\$ 21.02	\$ 23.33	\$ 27.35			
\$ 21.23	\$ 23.68	\$ 27.89			
\$ 21.44	\$ 24.04	\$ 28.45			
\$ 21.66	\$ 24.40	\$ 29.02			
\$ 21.87	\$ 24.77	\$ 29.60			

**PT Office Assistant**

1-5 Years	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
\$15.00 - \$16.24	\$16.56 - \$17.93	\$18.28- \$19.79	\$20.19 - \$21.85	\$22.29 - \$24.13	\$24.61- \$26.64
\$ 15.00	\$ 16.56	\$ 18.28	\$ 20.19	\$ 22.29	\$ 24.61
\$ 15.30	\$ 16.89	\$ 18.65	\$ 20.59	\$ 22.73	\$ 25.10
\$ 15.61	\$ 17.23	\$ 19.02	\$ 21.00	\$ 23.19	\$ 25.60
\$ 15.92	\$ 17.57	\$ 19.40	\$ 21.42	\$ 23.65	\$ 26.12
\$ 16.24	\$ 17.93	\$ 19.79	\$ 21.85	\$ 24.13	\$ 26.64

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**2903 69<sup>TH</sup> Avenue West**

**Bradenton, Florida 34207**

**EMPLOYEE EVALUATION**

**Section 1000 Appendix D**

Name:	Date:
Position:	Dept.:
Evaluation Period: November 15, _____ to November 15, _____	Evaluator/Supervisor:
<b>Instructions:</b> Review employee performance during evaluation period. Please circle ranking for each evaluation area. When summarizing strengths and areas of concern, please identify specific numbered items in each evaluation area.	<b>Ranking:</b> 1 = needs improvement 2 = meets expectation 3 = exceeds expectation
<b>EVALUATION AREAS</b>	<b>RANK</b>
<b>A. ATTITUDES/INTEREST</b>	<b>1 2 3</b>
<ol style="list-style-type: none"> <li>1. Demonstrates motivation and initiative</li> <li>2. Demonstrates ability to attend to task (concentration and perseverance)</li> <li>3. Handles stress and time demands</li> <li>4. Demonstrate flexibility/ability to adapt to change</li> </ol>	
<b>B. KNOWLEDGE AND SKILL</b>	<b>1 2 3</b>
<ol style="list-style-type: none"> <li>1. Demonstrates ability to understand instructions</li> <li>2. Demonstrates understanding of specific tasks in job description</li> <li>3. Demonstrates ability to look for additional information (ask for clarification, etc.) when needed</li> <li>4. Demonstrates ability to see problems and search for answers or assistance</li> <li>5. Demonstrates appropriate skill necessary for position (Ex: eye hand coordination, dexterity, equipment and tool usage, etc.)</li> <li>6. Demonstrates understanding of rules and regulations related to employment and position</li> </ol>	
<b>C. SUPERVISION RESPONSE</b>	<b>1 2 3</b>
<ol style="list-style-type: none"> <li>1. Appropriately responds to daily work assignments given by supervisor</li> <li>2. Handles and utilizes constructive criticism</li> </ol>	
<b>D. INDEPENDENCE</b>	<b>1 2 3</b>
<ol style="list-style-type: none"> <li>1. Follows instructions</li> <li>2. Able to sequence tasks</li> <li>3. Works with little or no supervision</li> <li>4. Sees tasks not identified</li> <li>5. Demonstrates awareness of time schedule</li> <li>6. Demonstrates ability to work through problems/difficulties while working independently</li> </ol>	
<b>E. ENDURANCE AND PACE</b>	<b>1 2 3</b>
<ol style="list-style-type: none"> <li>1. Demonstrates ability to work continually for assigned workday</li> <li>2. Demonstrates appropriate pace to complete tasks in assigned time demands</li> </ol>	

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**2903 69<sup>TH</sup> Avenue West**

**Bradenton, Florida 34207**

**EMPLOYEE EVALUATION**

**Section 1000 Appendix D**

<b>F. ATTENDANCE AND PARTICIPATION</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Attends work as scheduled 2. Is punctual 3. Willingly participates in all aspects of work schedule (safety meetings, change in assignments, etc.)			
<b>G. COMMUNICATION AND INTERACTION</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Demonstrates ability to describe needs related to work tasks/performance 2. Demonstrates ability to interact with co-workers necessary for teamwork on tasks 3. Demonstrates ability to interact appropriately with others (employees, residents, contractors, etc.) without work stoppage			
<b>H. SAFETY</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Able to describe safety measures related to job tasks 2. Demonstrates understanding of safety measures during work performance 3. Follows safety guidelines for the assigned task			
<b>EVALUATION SUMMARY: (Instructions: Add numbers from each area.)</b>			<b>RANK:</b>
Need Improvement in Multiple Areas		less than 14	<b>(Total)</b>
Some Areas Need Improvement		14-15	
Meets Expectations		16	
Exceeds Expectations		17 and above	
Strengths:			
Areas for Future Review:			
Supervisor Signature: _____		Conference Date: _____	
This form has been reviewed with me. _____			
<input type="checkbox"/> Copy given to Employee		(Employee Signature)	(Date)
Employee Comments (Comments are requested within 30 days of conference date. If more space is needed—attach additional sheet of paper.):			
Employee Signature: _____ Date: _____			
<b><u>Recommendations for Changes (if appropriate)</u></b>		<b><u>Year-End Bonus</u></b>	
Rate of Pay _____ Classification _____		Submit Evaluation Form to Treasurer by Dec. 1 for Board review.	
Supervisor: _____		Date submitted: _____	
Submit to Board by February 1		Date submitted: _____	

**TRAILER ESTATES PARK & RECREATION DISTRICT**

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**Bradenton, Florida 34207**

**EMPLOYEE INCIDENT FORM**

**Section 1000 Appendix E**

Name:	Date:
Position:	Dept.:
Incident Date:	Evaluator/Supervisor:
Instructions: Describe incident including time of day, location, employees/staff involved, other individuals involved, work performance that was unsatisfactory, policy that was not followed, and any other pertinent information.	Remediation: Identify changes that are necessary to bring work performance to expected levels.
<b>INCIDENT REPORT</b>	
<b>EMPLOYEES/OTHERS INVOLVED:</b>	
<b>TIME OF DAY AND LOCATION:</b>	
<b>INCIDENT: (UNSATISFACTORY WORK PERFORMANCE, POLICY THAT WAS NOT FOLLOWED, ETC.)</b>	
<b>REMEDIATION: (Identify what is necessary to bring work performance to expected levels, etc.)</b>	
Supervisor Signature:	Conference Date:
This form has been reviewed with me. _____	
<input type="checkbox"/> Copy given to the Employee	(Employee Signature) (Date)
Employee Comments (Comments are requested within 30 days of conference date. If more space is needed—attach additional sheet of paper.):	
Employee Signature: _____ Date: _____	