Chapter Two

Personnel Policies and Procedures

POLICY STATEMENTS

Section One – INTRODUCTION

2.1-1 PERSONNEL POLICIES

The Osceola County Board of County Commissioners intends to succeed in its endeavors through the teamwork of its diverse, effective, and highly motivated members. Cooperative and constructive relationships among managers, supervisors, and employees are essential to this team approach toward accomplishing objectives. The Personnel Policies shall establish fair, uniform policies to encourage teamwork by promoting employee rights and efficiency while upholding standards of proper conduct.

A. The Osceola County Board of County Commissioners adopts these Personnel Policies as part of the County’s Charter Government Administrative Code. The Board of County Commissioners does not relinquish any authority vested in it. Instead, the Board of County Commissioners delegates its authority to the extent detailed herein and consistent with Florida Statutes. These policies set forth the principles that will ensure Osceola County and its citizens enjoy all the benefits that derive from a county government staffed by diverse, effective, and highly motivated employees.

B. Nothing contained in these policies, or in any other materials or information distributed by Osceola County Board of County Commissioners, creates a contract of employment or guarantee of continued employment or benefits between any employee and Osceola County Government.

1. Employment with Osceola County is on an at-will basis. This means that employees are free to terminate their employment at any time, for any reason, and Osceola County retains that same right. No statements to the contrary, written or oral made either before or during an individual’s employment can change this.

2. Osceola County Board of County Commissioners reserves the right to revise, change, or terminate any of these policies at any time.

3. These Personnel Policies apply to all employees of Osceola County except the following:
   a. Members of the Osceola County Board of County Commissioners;
   b. Persons who are not county employees appointed by the Osceola County Board of County Commissioners to serve on advisory committees, special boards, councils, and commissions;

C. The Osceola County Board of County Commissioners has absolute discretion to change its personnel policies without regard to or limitation by any matter covered herein. Changes may or may not be reflected in this Chapter at any time it is reviewed by an employee. Policies adopted by the Osceola County Board of County Commissioners
shall supersede any written information previously distributed to employees. Changes adopted by the Osceola County Board of County Commissioners will be made available to all employees.

1. All of the rights, privileges, and terms granted and set forth in this Chapter are expressly conditioned upon, subject to and limited by, all of the rights granted to and reserved by the County as described in this Chapter, including the right to change and/or eliminate any and all rights and privileges not required to be provided by law.

D. The County Manager/Designee is responsible for implementing the provisions of the personnel policies. A County Commissioner or the County Manager may recommend to the Osceola County Board of County Commissioners any changes to these policies. Such changes shall become effective upon adoption by the Osceola County Board of County Commissioners. New policies adopted shall supersede old policies and shall have the force and effect of law insofar as they apply to the positions covered hereunder.

1. If any section or part of a section of these policies is held by any Court of competent jurisdiction to be invalid or unconstitutional, or conflicts with any County, State, or Federal legislation, the same shall not invalidate or impair the validity, force, and effect of any other section or part of a section of these policies unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon a section or part of a section so held invalid or unconstitutional.

2. All present positions and positions which may be created in the future, except for positions exempted in this Section, will be subject to this Chapter unless the Osceola County Board of County Commissioners exercises its discretion to exempt the new positions from coverage.

3. The County Manager has the final authority to interpret and administer these policies in light of changing circumstances and events. The County Manager may institute procedures at any time to insure County compliance. All individuals covered by these policies shall at all times comply with Federal, State, and Local laws, rules, and regulations.

4. No department shall establish policies or procedures in conflict with these.

5. Any reference herein to the County Manager shall be interpreted by the employees of the County Attorney and/or the Commission Auditor as referring to the County Attorney or Commission Auditor, respectively.

2.1-2 POLICIES AND PROCEDURES TEMPLATE

When creating policies and procedures that affect Osceola County employees, a standard Policies and Procedures Template shall be used by all County departments.

2.1-3 EQUAL EMPLOYMENT OPPORTUNITY

A. It is the policy of the Osceola County Board of County Commissioners to subscribe to the national principle of Equal Employment Opportunity. Osceola County is committed to
the full participation of members of protected groups, promoting the full realization of equal opportunity for minorities, women, persons with disabilities, and Veterans, creating a diverse workforce representative of the labor markets consistent with applicable federal laws. Osceola County’s policy of equal opportunity applies to all positions of employment under the Board of County Commissioners. The County Manager or his/her designee will monitor the performance of all units of the Osceola County Board of County Commissioners relative to the accomplishment of these initiatives.

B. This policy is designed to reaffirm the commitment and is implemented to insure that:

1. All recruitment, hiring, training, and promotion of persons employed by Osceola County in all positions is based on merit and qualifications without regard to race, color, religion, sex, national origin, age, marital status or disability.

2. Employment decisions will be made in a manner consistent with the principles of Equal Employment Opportunity.

3. All federal, state, local and other applicable laws and ordinances prohibiting discrimination in employment based on race, color, religion, sex, national origin, marital status, age, or disability will be adhered to.

4. All appointed officials, managerial and supervisory employees will be responsible for supporting this policy and for the furtherance of the principles of Equal Opportunity and the management of diversity in all personnel and employment matters.

5. All appointed officials, supervisory, and other staff members will be provided with training regarding applicable EEO laws and County policies. These individuals will also be given briefings on the County’s Equal Opportunity Plan and their roles and responsibilities as related to the implementation and administration of the Plan.

6. Goals and initiatives for the furtherance of the principles of equal opportunity will be developed and these goals and initiatives will be periodically monitored.

7. The principles of equal employment opportunity will be applied to all aspects of the employment relationship, including recruitment, hiring, assignment, and duties, promotion, tenure, compensation, benefits, demotions, layoffs, separations, disciplinary actions, as well as education, training, and social and/or recreational programs sponsored by Osceola County, Florida.

8. An information system will be maintained to provide the data and information necessary for analysis and for the evaluation of progress in equal employment opportunity. The data will be generated on a regular basis and will include, but not be limited to, the following: current workforce composition by race, sex, age, department, salary, classification and function; turnover data by department, classification, age, sex and race; and data on the number of women and minorities recruited for and hired.

9. The County is responsible for data collection and analysis, the monitoring and evaluating of all employment processes, and for compliance with EEO principles. The County
Manager and/or designee shall report, through Human Resources, at least annually to the Board of County Commissioners on program progress.

2.1-4 ANTI-HARASSMENT

A. The Osceola County Board of County Commissioners is committed to maintaining a work environment that is free of all harassment, including sexual harassment, and to foster positive business and personal practices designed to ensure that all employees are treated with respect and dignity in an environment that is neither hostile nor discriminatory.

B. The Osceola County Board of County Commissioners does not condone and will not accept conduct that affects tangible job benefits, interferes unreasonably with the individual’s work performance, or that creates an intimidating, hostile, or offensive work environment. In keeping with this commitment, harassment of employees by anyone, including any supervisor, co-worker, vendor/client, or customer of Osceola County is unacceptable. The County encourages the reporting of all incidents of harassment, regardless of who the offender may be.

2.1-5 PERSONNEL RECORDS

It is the policy of the Osceola County Board of County Commissioners that Osceola County utilizes a personnel records system that is as complete, accurate, and functional as practicable within operational constraints.

2.1-6 SOCIAL SECURITY NUMBERS

A. Osceola County collects Social Security numbers for any or all of the following purposes:

1. Classification of accounts
2. Identification and verification
3. Credit worthiness
4. Billing and payments
5. Data collection
6. Reconciliation
7. Tracking
8. Benefits processing
9. Tax reporting

B. Social Security numbers are used as unique numeric identifiers and may be used for search purposes, i.e., various software programs/websites utilized by Osceola County Government.
C. Social Security numbers will not be used for any other purpose than stated above.

D. The above policy (or written notice stating the same) must be provided to any individual when the County collects that person’s Social Security number.

E. This policy will be reviewed and updated for compliance if/when Social Security number collection, dissemination, and utilization by the County changes.

Section Two – CLASSIFICATION PLAN

2.2-1 CLASSIFICATION PLAN

The Board of County Commissioners authorizes the County Manager to institute and maintain a Classification Plan that provides a systematic arrangement and inventory of all County positions. The plan groups various positions into jobs that reflect the range of duties, responsibilities, and level of work performed.

Section Three – COMPENSATION PLAN

2.3-1 COMPENSATION PLAN

The Board of County Commissioners authorizes the County Manager/designee to maintain and administer the Compensation Plan. The County Manager will present any recommendations for changes in pay range assignments for each class of positions in the Board of County Commissioners’ service.

2.3-2 WORKDAYS, WORKWEEK, AND PAY DAYS

The County Manager is authorized to establish the workday, workweek, and pay days for all divisions, departments, and offices under the Board of County Commissioners that is necessary to provide the best service to the citizens of Osceola County.

2.3-3 FAIR LABOR STANDARDS ACT (FLSA)

It is the policy of the Osceola County Board of County Commissioners to abide by FLSA requirements as mandated by federal law and state statutes.

2.3-4 CALL-OUT PAY

The County shall compensate regular, non-exempt employees who are called back to work on an unscheduled basis.

2.3-5 ON-CALL

The County may require regular, non-exempt employees to remain in a nearby location in an “on call” situation for a possible return to work.

2.3-6 FURLOUGH POLICY
A. In the event of a budget shortfall, the Osceola County Board of County Commissioners (BOCC) may approve a budget furlough for employees under the BOCC. The BOCC shall approve the actual dates of the furlough.

B. The County Manager shall have the authority to request that a budget furlough be approved by the BOCC. The County Manager shall submit a budget plan to the BOCC to include the proposed dates and the estimated cost savings.

C. The County Manager shall have the authority to implement and administer a budget furlough approved by the BOCC. The County Manager shall have the discretion to include the entire BOCC in the furlough or to exempt, in whole or in part, specific positions, job classifications, or departments. The County Manager shall have the authority to resolve any furlough issue not clearly addressed by this policy.

D. In cases where the County Manager deems that the imposition of a furlough on a particular position, job classification, or department is not in the best interest of the County, the County Manager shall have the authority to implement a temporary salary reduction, equal to the amount of the furlough reduction, in lieu of the furlough during the same fiscal year.

E. This policy does not alter or supersede the provisions of any Collective Bargaining Agreement for BOCC employees covered by a Bargaining Unit, except for where specifically negotiated and agreed upon by Management and the Bargaining Unit.

Section Four – RECRUITMENT, SELECTION, CHANGES IN STATUS, AND SEPARATION FROM EMPLOYMENT

2.4-1 RECRUITMENT

It is the policy of Osceola County to recruit and hire the best-qualified and well-suited candidates. Employment decisions shall be based upon job related factors and shall comply with the County’s commitment to quality, diversity, and applicable equal employment opportunity regulations and practices.

2.4-2 IMMIGRATION REFORM AND CONTROL ACT

Osceola County will comply with all provisions of the Immigration Reform and Control Act, Pub. L. 99-603, 100, Statute 3359, and will not knowingly hire aliens who are not authorized to work in the United States.

2.4-3 NEPOTISM

Osceola County shall follow Chapter 112, Florida Statutes, and regulatory law, as well as any duly issued amendments regarding employment of relatives. A relative of any County employee with supervisory responsibility shall not be eligible for employment in or advancement to any position that reports directly to the supervisory employee.

2.4-4 CATEGORIES OF EMPLOYMENT
The County Manager/designee shall ensure that all employees are placed into appropriate
categories including appointments, employment, and status as defined at the creation of the
positions.

2.4-5 PROBATIONARY PERIOD

A probationary period shall be used upon the initial hire of an employee or upon a change of
status to determine whether the employee has the ability to carry out assigned tasks, work
efficiently, demonstrate dependability, and to demonstrate possession of other characteristics
relative to the requirements of the position and quality performance.

2.4-6 PERFORMANCE EVALUATIONS

Performance evaluations offer a consistent approach for providing feedback and assessment of
an employee’s performance. Performance evaluations shall be conducted according to Osceola
County procedure.

2.4-7 EMPLOYMENT DATES

The County Manager/designee shall provide a framework for determining employment dates
including date of hire and continuous service date.

2.4-8 CHANGES IN STATUS

Any employee who receives a Change in Status will retain all previously earned benefits when
reassigned to a new position if due to promotion, lateral transfer, demotion, or position
reclassification.

2.4-9 EMPLOYEES OF CONSTITUTIONAL OFFICERS

It is the policy of Osceola County Board of County Commissioners to encourage promotional
opportunities for its employees. In addition, the Board of County Commissioners desires to
assist employees of Constitutional Officers who have applied and are selected for employment
with the Board of County Commissioners, by establishing guidelines for probationary periods
and for the transfer of creditable leave balances.

2.4-10 INTERNSHIP PROGRAM

The County may allocate funding for an Osceola County Internship Program to provide
vocational and college students the opportunity to obtain practical work experience in a public
sector environment. The intent of this program is to expose vocational, undergraduate, and
graduate students to the inner workings of Osceola County government and spark their interest in
future career opportunities with the County.

2.4-11 VOLUNTEER PROGRAM

Osceola County Board of County Commissioners encourages the use of volunteers to the fullest
extent possible as an adjunct staff to the regular employee workforce. Osceola County
recognizes these individuals as contributing a valuable service to the agency while receiving a
worthwhile and fulfilling experience. It is further recognized that the success of having a
volunteer program is dependent on having the commitment and support of the Department and its management staff. All Departments and administrative functions of Osceola County should be continually and actively utilizing volunteers where applicable.

2.4-12 SEPARATION FROM EMPLOYMENT

Employment with Osceola County may be terminated either by the employee or the County, with or without cause, as all employees are “at will.”

Section Five – EMPLOYEE BENEFITS AND LEAVES

2.5-1 VACATION LEAVE

Regular full-time and part-time employees are eligible to accrue Vacation Leave and be paid for Vacation Leave according to procedures.

2.5-2 SICK LEAVE

A. Regular, non-temporary employees are eligible to accrue Sick Leave and to be paid for such leave according to procedures. Sick Leave is a privilege and not a right or entitlement.

B. The County extends the benefit of Sick Leave to eligible employees in order to compensate them for the following purposes:

1. An employee's illness, accident, or injury that is not related or connected with County service.

2. Necessary and reasonable medical and dental appointments for treatment and/or consultation of the employee or the employee’s children (under the age of 18).

3. Temporary disability.

4. Exposure to a contagious disease which would endanger others and which necessitates an employee's quarantine.

5. Illness, injury, or death of a member of the employee's immediate family.

2.5-3 HOLIDAYS

The Osceola County Board of County Commissioners shall annually designate the ten (10) holidays during the calendar year that will be celebrated as paid holidays by the County and its employees. In addition, the Board may grant employees one (1) floating holiday to be used within a calendar year and not carried over year to year.

2.5-4 BEREAVEMENT LEAVE

The Osceola County Board of County Commissioners recognizes the importance of bereavement time for a death of a member of an employee’s immediate family.

2.5-5 ADMINISTRATIVE LEAVE
Regular full-time FLSA designated overtime-exempt employees may be eligible to receive Administrative Leave. Administrative Leave shall be granted at the discretion of a Department Head based upon the determination that a requesting employee has worked or will work sufficient overtime to warrant approval of Administrative Leave with pay.

2.5-6 JURY DUTY LEAVE

The Osceola County Board of County Commissioners recognizes that participating in Court processes as a juror is among the civic privileges and duties possessed by all citizens. As such, all County employees are bound to the call of Jury Duty when such service is directed.

2.5-7 MILITARY LEAVE

The Osceola County Board of County Commissioners recognizes the invaluable contributions that County employees make to national defense in their service in the Uniformed Services. To this end, the Board is committed to personnel policies that foster such military service and simultaneously accommodate County employees’ obligations to the County. The County’s policies are pursuant to U.S.C. § 4301 et seq. and Florida Statute Chapters 115 and 250.

2.5-8 DOMESTIC VIOLENCE LEAVE

The County shall comply with the provisions of Chapter 741, Florida Statute, which provides victims of domestic violence leave for enumerated reasons related to the employee’s domestic violence situation.

2.5-9 FAMILY AND MEDICAL LEAVE (FMLA)

Pursuant to the Family and Medical Leave Act of 1993 (FMLA), 29 U.S.C. § 2601 et. seq., the Osceola County Board of County Commissioners shall grant Family and Medical Leave to eligible employees.

2.5-10 WORKERS’ COMPENSATION

Workers’ Compensation benefits are payable to employees who are injured or disabled because of an injury or accident arising out of and in the course and scope of their job duties, pursuant to Chapter 440, Florida Statutes, as may be amended.

2.5-11 LEAVE WITHOUT PAY

It is the policy of the County to permit non-exempt employees to take unpaid absences from work for personal or other reasons while maintaining continuity of their employment.

2.5-12 GROUP INSURANCE

Osceola County Board of County Commissioners is committed to establishing a Group Insurance Program for its employees. All regular full-time employees may be eligible for group insurance benefits as established by the County Manager and/or his designee.

2.5-13 FLORIDA RETIREMENT SYSTEM (FRS)
The Board of County Commissioners provides retirement benefits for employees pursuant to the Florida Retirement System.

2.5-14 EDUCATIONAL ASSISTANCE

To encourage eligible employees to continue formal academic education in areas which shall enhance their contribution to County service, the Osceola County Board of County Commissioners has established a tuition refund program to reimburse in full, or for any part thereof, regular full-time employees for tuition expenses paid by employees in the successful completion of approved course work or training. The program is subject to available funding. While successful completion of a course of study improves an employee’s educational background, such accomplishment does not obligate Osceola County to reward participants with promotion, transfer, reassignment, compensation increase, or other employment-related benefits.

2.5-15 CONFERENCE AND SEMINAR ATTENDANCE

The Osceola County Board of County Commissioners encourages eligible employees to attend conferences and seminars that shall enhance their contribution to County service.

2.5-16 SICK LEAVE BANK:

The Sick Leave Bank shall be a benefit available to all eligible full-time employees who meet established guidelines, and who are experiencing a serious catastrophic illness or injury requiring an extended leave of absence and when all other paid leave has been exhausted. The Sick Leave Bank shall also be eligible to all full-time employees whose immediate family members are experiencing a catastrophic illness or injury and the employee is serving as the primary care giver for that individual.

Section Six – STANDARDS OF CONDUCT AND CONDITIONS OF EMPLOYMENT

2.6-1 STANDARDS OF CONDUCT

A. The privilege of service as an Osceola County Board of County Commissioners’ employee carries with it the responsibility of performing services according to higher standards of conduct and accountability than those that apply to the private sector. Employees who fail to do this impair efficient governmental operations and deprive Osceola County citizens of their right to effective government. It is the policy of the Osceola County Board of County Commissioners that the County’s business be conducted by employees whose duty performance is beyond reproach, both ethically and legally.

B. General Code of Conduct

Osceola County employees shall not, in performing their duties, take any action or fail to act for reasons of: (1) personal advantage or gain for themselves or another; and/or (2) financial advantage or gain of themselves or another; and/or (3) personal animosity or retaliatory intent against another.

C. Conflict of Interest
It is the policy of the Osceola County Board of County Commissioners that Osceola County employees shall not use their office for personal or financial gain, no matter how slight or indirect of the employee or another, nor shall an Osceola County employee engage in conduct creating the appearance of using their office for such an improper purpose. To this end, Osceola County employees must conduct their County business in accordance with the Code of Ethics for Public Officers and Employees, Florida Statute, Chapter 112. Osceola County employees’ knowledge of these statutes is presumed by operation of law. Any County employee’s violation of this policy or its implementing procedures subjects that employee to disciplinary action, up to and including termination.

2.6-2 POLITICAL ACTIVITY

Under Federal and State law, all Osceola County employees accept that their employment imposes certain limitations regarding the political activities in which they may engage while on duty. All employees shall conduct their political activities in accordance with Florida Statute, Chapter 104, and its implementing regulations in the Florida Administrative Code, or as they may be amended from time to time.

2.6-3 OUTSIDE EMPLOYMENT

Due to the unique demands, privileges and accountability standards applicable to service as a public employee, it is the policy of Osceola County Board of County Commissioners that County employees’ first employment-related allegiance lies with the County. For this reason, the County adheres to the restrictions on outside employment of public employees that are codified in Florida Statute, Chapter 112.

2.6-4 USE OF COUNTY PROPERTY

Employees are expected to exercise reasonable care in the safekeeping, use and preservation of County property. Negligence in the use and care of County property, including abuse, misuse, willful, or negligent loss or destruction may result in disciplinary action and/or restitution. More serious cases may result in civil or criminal action in the courts.

2.6-5 USE OF COUNTY VEHICLES

County vehicles shall be used within the scope of the job duties and responsibilities of the County Employee operating the vehicle. When there is a demonstrated advantage to the County, an employee may be assigned a County take home vehicle, authorized by the County Manager, to meet work related transportation needs, or to fulfill an on-call assignment. Employees shall only use County vehicles for official County business. The County Manager shall establish the procedures for the use of County vehicles.

2.6-6 INFORMATION SECURITY AND ACCEPTABLE USE

The public places considerable confidence in Osceola County to ensure the integrity, accuracy and security of information stored, managed and shared by the County. The intent of an Information Security Acceptable Use Policy is not to impose restrictions that are contrary to Osceola County’s established culture of openness, trust and integrity, or that unduly impact the County’s operations in a negative way. Osceola County is committed to protecting itself, its
citizens, employees, and partners from illegal or damaging actions by individuals, either knowingly or unknowingly. Appropriate measures must be taken to ensure the confidentiality, integrity and availability of information and that access to information is restricted to authorized users.

2.6-7 USE OF COUNTY CELL PHONES

The Board of County Commissioners recognizes that cellular phones are a valuable tool for County officials and employees to enhance their productivity. Cellular phones can provide an efficient and effective method of coordinating work activities, sharing information, and delivering public services with minimal delay. Therefore the County will make provisions so that employees who require a cellular phone in the performance of their job duties as defined through this policy and its associated procedures have access to one. The Board also recognizes the benefits of having a centrally managed cellular phone policy and standardization of cellular phone devices and support.

2.6-8 SOLICITATION/DISTRIBUTION OF LITERATURE

The Osceola County Board of County Commissioners believes that because the County’s work areas are where the overwhelming majority of the County’s business is conducted, these areas are to be devoted to that use to the greatest extent practicable. In this regard, County employees are not to use their work areas as venues for the manual and/or electronic dissemination or distribution of materials or messages which advocate, criticize, denounce, or publicize any sort of economic, legal, political, religious, social, or personal agenda or viewpoint.

2.6-9 DRUG/ALCOHOL-FREE WORKPLACE

County employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and alcoholic beverages on County premises, work sites, or in County vehicles. Employees are prohibited from off-premise possession, use, or sale of illegal drugs. In addition, employees are prohibited from off-premise use of alcohol and drugs when such activity adversely affects job performance, job safety, or interferes with the County’s ability to carry out its mission.

2.6-10 INFORMATION MANAGEMENT

All County employees responsible for or having access to confidential or exempt information, including health information, shall maintain and transact such information in compliance with the applicable laws. It is the policy of the Osceola County Board of County Commissioners that all records, with the exception of exempted or confidential records identified by Florida Statutes, shall be open for inspection by any person.

2.6-11 PRODUCTIVE WORK ENVIRONMENT

It is the policy of the Osceola County Board of County Commissioners that time spent on duty for the County is to be devoted, to the greatest extent practicable, to transacting the County’s business. In this regard, County employees are to structure their personal affairs so that these matters intrude as seldom as possible in County employees’ transaction of County business,
regardless of whether that intrusion takes the form of personal telephone calls, e-mail, faxes, personal mail, or visits conducted while an employee is on duty.

2.6-12 PERSONAL APPEARANCE

Osceola County employees’ work attire should be appropriate for the assigned duties. Employees are expected to present a professional, business-like image. Radical departures from conventional business dress or personal grooming and hygiene standards are not permitted.

2.6-13 DRIVING PRIVILEGES

Employees driving on behalf of Osceola County Board of County Commissioners shall possess and maintain a valid driver’s license. All employees’ motor vehicle records shall be reviewed on an annual basis to ensure that County employees continue to meet the driving standards set by the County’s vehicle insurance carrier.

2.6-14 GIFTS AND GRATUITIES

County employees are paid by the County for their duties and are not allowed to solicit any gratuity or gift of value from any outside source. All employees shall comply with the Code of Ethics for Public Officers and Employees, Florida Statute, Chapter 112, and its implementing regulations as may be amended from time to time, and any corresponding ordinance which the Board of County Commissioners may adopt.

2.6-15 WORKPLACE SAFETY

A. The Osceola County Board of County Commissioners is committed to providing a healthy and safe environment for the welfare of the employees and the public they serve, preventing occupational illness and injury. In furtherance of this commitment, the Board will manage and maintain a Workplace Safety Program.

B. It is the policy of Osceola County to seek continual improvement in its occupational health and safety performance and to ensure the enforcement of this policy and any applicable laws governing employee safety.

C. Safety is the responsibility of all County employees, and employees are expected to actively and proactively adhere to all safety procedures.

2.6-16 EMERGENCY/DISASTER EMPLOYMENT

The County Manager shall initiate employee emergency deployment procedures when deemed necessary upon the declaration of a State of Local Emergency.

2.6-17 VIOLENCE-FREE WORKPLACE

It is Osceola County Board of County Commissioners’ policy to promote a safe work environment for its employees. In support of this commitment, the Board will work with its employees to maintain a work environment free from violence, threats of violence, verbal or physical abuse, harassment, intimidation, stalking, and other disruptive behavior.
The Osceola County Board of Commissioners has a zero tolerance for workplace violence. Violence and/or threats of violence will not be tolerated; that is, all reports will be taken seriously and will be dealt with appropriately. Such behavior includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Safety and security are both personal and shared responsibilities. While all members of our management staff are to report inappropriate behavior immediately, the collective involvement of every employee is both important and appreciated. Cooperation from each employee is needed to implement this policy effectively and maintain a safe working environment.

2.6-18 EMPLOYEE COOPERATION

The Osceola County Board of County Commissioners takes pride in its employee relations that involves all employees working together. This policy is intended to create a system of shared responsibility between employees when responding to job-related investigations, hearings, depositions, meetings, inquiries or proceedings conducted by any person authorized by law or employees authorized by the County.

2.6-19 LEGAL ISSUES

An employee is responsible for notifying their immediate Supervisor or other authorized official when arrested, when subpoenaed and the subpoena is related to their job, when information has been filed by a prosecuting official against the employee for an offense or violation of the law, and/or when indicted by a Grand Jury. The County Manager/designee will confer with the County Attorney to determine the appropriate course of action to be taken by the County.

2.6-20 ATTENDANCE

All County employees are expected to report to work on time as they are scheduled.

2.6-21 TELECOMMUTING

Telecommuting is a privilege which may be granted under appropriate circumstances to high performing employees whose job responsibilities are suited to such an arrangement.

2.6-22 TIMEKEEPING

Accurately reporting/recording time worked is the responsibility of every employee in a non-exempt (hourly) position. In addition, it is the responsibility of Management to review and approve direct subordinates’ time records. An accurate record of time worked must be kept in order to calculate employee pay and benefits.

2.6-23 FRAUD PREVENTION AND DETECTION

Osceola County Government is committed to establishing a work environment that supports the prevention and detection of fraud. As such, the Fraud Prevention and Detection procedure provides guidance to all County employees concerning what the County considers fraud, indicators of fraud and fraud prevention controls. County employees must, at all times, comply with all applicable laws and regulations. The County will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. The County does not permit any activity that fails to stand the closest possible public scrutiny.
Section Seven – DISCIPLINARY ACTIONS AND GRIEVANCES

2.7-1 OFFENSES AND DISCIPLINARY ACTIONS

Employment as a public servant is a privilege that demands the best efforts of anyone who is honored with the opportunity. A County employee’s commission of misconduct or unsatisfactory duty performance will make that employee subject to corrective action or termination, depending on the evaluation of all the circumstances surrounding the situation. Neither this policy nor its implementing procedures alters the at-will employment relationship that exists between the County and its employees. This means that employees are free to terminate their employment at any time, for any reason, and Osceola County retains that same right. To this end, the County reserves the right to administer discipline in any manner it sees fit. This policy and its implementing procedures are not to be considered as a promise of specific treatment.

2.7-2 GRIEVANCES

The Osceola County Board of County Commissioners provides a fair and equitable formal process for an employee to have his or her grievance(s) heard when complaints are unable to be resolved informally and provides full opportunity for employees to bring complaints and grievances to management's attention.

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