

# SUMMARY OF EMPLOYEE HANDBOOK REVISIONS – 11/30/17

## Employment Policies & Practices

Information Technology Usage Policy – Minor updates were made to reflect recent operational changes (i.e. elimination of flip phones, use of cloud, etc.)

## Pay Practices & Procedures

Call-In Procedures – Verbiage requiring employee to specify which type of paid time off is to be used for absence was removed

Timekeeping – Types of paid time off list revised to reflect impact of PTO Policy implementation and verbiage added to include both paper and electronic time off requests

Requesting Paid Time Off Procedures – Significant changes were made to reflect new procedures that are going into effect with the PTO Policy

Overtime Compensation – Minor changes made to reflect impact of PTO Policy implementation and to clarify what hours are counted towards the calculation of overtime

Comp Time – Verbiage added to clarify how comp time will be paid out if a non-exempt employee moves to an exempt position, making them ineligible for Comp Time and the end of the fiscal year was defined for when the annual payout occurs

Deductions – Minor changes made to reflect impact of PTO Policy implementation

## Safety & Security

Drug Free Workplace – “Medical Marijuana” statement added; list of mandatory testing positions was revised to include recent title changes and

new positions; minor changes made to reflect impact of PTO Policy implementation

**Driving For The Districts** – Incident Protocol procedures were slightly revised; changes were made to reflect recent staff and title changes for contact list; verbiage was added to clarify what passengers are allowed in Districts owned vehicles

**On-the-Job Injuries** – Revisions include recent staff and title changes for contact information

## **Paid & Unpaid Time Off**

**Bereavement Leave** – Verbiage added to specify what pay code should be used in ADP for bereavement leave

**Domestic Violence Leave Policy** – Eligibility section was clarified and minor changes made to reflect impact of PTO Policy implementation

**Family and Medical Leave Act (FMLA) Policy** – Minor changes were made to reflect impact of PTO Policy implementation

**Holiday Pay** – Verbiage was changed to reflect that part time employees hired on or after 10/1/17 are not eligible for Holiday Pay

**Jury Duty** – Minor changes were made to reflect impact of PTO Policy implementation

**Military Leave** – Minor changes were made to reflect impact of PTO Policy implementation

**Paid Time Off (PTO) Policy** – Policy that was approved by BOC for 10/1/17 effective date was added in its entirety to handbook, and verbiage was added to clarify how accruals will be affected on medical leave and minor changes were made to eligibility statement for clarification (changes to 10/1/17 policy are noted)

**Paid Sick Leave Policy** – Policy eliminated in its entirety

**Personal Day** – Policy eliminated in its entirety

**Time Off To Vote** – Verbiage added to include both paper and electronic time off requests and to the pay code that should be used for this pay in ADP

**Vacation Policy** – Policy eliminated in its entirety

**Voluntary Furlough Policy** – Minor changes were made to reflect impact of PTO Policy implementation

**Worker's Compensation Pay** – Minor changes were made to reflect impact of PTO Policy implementation

## **Employee Benefits**

**Pre-Tax Benefits** – Major revisions were made to reflect the change from Nationwide to AXA and the 401(a) plan document revisions

**Florida Retirement System (FRS) Eligibility Policy** – changes were made to list of ineligible positions to reflect newly added positions and the descriptions were removed to condense the length of the policy

**Insurance Plans** – Verbiage was revised to reflect the choice of medical and dental plans and the addition of the Short Term Disability (STD) policy

**Retiree Benefits Policy** – Verbiage was added to include Short Term Disability policy that went into effect in October

**SunTrust At Work** – Policy eliminated in its entirety as SunTrust no longer offers this benefit