

FDOT Employee Handbook

This is the DOT Supplement to the State of Florida Workforce Employee Handbook. To resolve any actual or perceived conflict between this supplement and the State of Florida Workforce Employee Handbook, guidance in the State of Florida Workforce Employee Handbook will always take precedence.

The Department of Transportation (DOT) presents this **supplemental** handbook to help you learn more about our employee benefits and some of the rules and procedures governing your work activities, particularly from the perspective of an employee of DOT.

This handbook is intended as your guide to policies, benefits, and general information, which should help you during your employment with us. These guidelines must not be thought of as a contract nor can they be considered as all-inclusive. We reserve the right to make changes in content or application as needed. Such changes may be implemented even if they have not been incorporated in this handbook.

Specific answers to many questions dealing with your employment which cannot be found in this handbook can be received by asking your immediate supervisor, your local Human Resources Office, or appropriate staff members in our Central Human Resources Office. You might also want to review the official rules of the Personnel Management System and Department procedures for more information on a particular subject. All of the references cited in this Handbook have been electronically linked to their source. These linked items are the most current, as they are linked to the parent document and maintained by the individual responsible offices. All items in blue underlined text are electronic links. Click on the link to go directly to the referenced document.

Please read this handbook carefully. It is important that you know and understand its contents. All employees are expected to follow this information. It will help all of us do a better job.

Table of Contents

Welcome

History of the Department

Organization of the Department

Department Values

Department Policies and Practices

Attendance

Leave

Payroll

Pay and Benefits

Retirement

Classification and Employee Actions

Safety

Special Programs

Department Standards Of Conduct

Personal Information Change

Leaving the Department

Human Resources Office

Welcome

Thank you for joining our team, and welcome to our Department. You are now a member of a State Agency dedicated to developing and maintaining our transportation systems. I sincerely hope your employment with us is the beginning of a fulfilling and successful career for you.

Your success will help us meet the challenge of Florida's rapid growth. It is a growth which demands better transportation systems to move people and products safely and efficiently. We are responsible for the development, design, construction, and maintenance of such transportation systems. We provide financial and technical assistance to rail, air, and other public transportation systems. These demands are great. But we can succeed because we have a variety of jobs held by imaginative people who are efficient, dedicated, and who have integrity and determination.

I want you to enjoy your work here and hope that you will have many productive and rewarding experiences with our Department.

Sincerely,

Secretary,

Florida Department of Transportation

History of the Department

The present Florida Department of Transportation was created by the Governmental Reorganization Act of 1969. This act merged the powers, duties, and responsibilities of the Florida State Road Board; Florida State Road Department; Florida State Turnpike Authority; Department of Transportation (established 1967); Florida Transportation Commission; Florida Transportation Authority; Board of Highway Secondary Trust Fund Trustees; and the Aviation Section of the Board of Commissioners of State Institutions.

The legislative charter assigns four major goals to our Agency:

- To develop, revise, and maintain a comprehensive master plan for transportation development;
- To develop programs to foster efficient, economical, and safe systems of highways and urban streets, public transportation including mass transit, commuter operational air routes, airports and allied facilities;
- To license and regulate said systems to the extent provided by law; and
- To require necessary assistance and data from all departments, divisions, boards, authorities, and commissions of the State.

Organization of the Department

Secretary

The chief executive officer of our Department is the Secretary of Transportation who is appointed by the Governor and confirmed by the Florida Senate. The Secretary reports directly to the Governor and works closely with the Florida Transportation Commission to establish our budget and work program. The Commission, a group of private citizens appointed by the Governor, has reporting duties to the Legislature as well as the Governor and is specifically charged by the Legislature with being a transportation policy-making body.

Staff functions reporting to the Secretary are the Offices of General Counsel, Inspector General, Legislative Programs, Federal Programs and Public Information . The General Counsel provides all legal services for the Department and the Inspector General provides management reviews and investigations. Public Information provides information to the general public and our employees concerning departmental operations and programs. Legislative Programs and Federal Programs review and analyze proposed changes in Federal and State laws, rules, and procedures, and other important liaison work, which might affect Florida's transportation policies and goals.

In addition to offices mentioned above, two Assistant Secretaries located in the Tallahassee Central Office assist the Secretary.

The Department's official Organizational Chart provides a perspective of the entire Department.

Assistant Secretary

The Assistant Secretary for Engineering and Operations supervises the State Transportation Planner, State Public Transportation Administrator, State Highway Engineer, and Director, of Motor Carrier Compliance. All of these offices are located in Tallahassee.

The Assistant Secretary for Finance and Administration supervises the Comptroller, Director of Management and Budget, Director of Administration, and the Chief Information Officer. These offices are also located in Tallahassee.

District Secretaries

Each of our Districts is managed by a District Secretary. The Districts may vary in organizational structure but, in general, they all have major functions in Administration, Planning, Production, and Operations. The Districts are headquartered as follows:

District One	Bartow
District Two	Lake City
District Three	Chipley
District Four	Fort Lauderdale

District Five	DeLand
District Six	Miami
District Seven	Tampa
Florida's Turnpike Enterprise	Orlando

The Turnpike Enterprise with headquarters in the Turnpike Complex at Turkey Lake is the unified operation of the Turnpike, Office of Toll Operations, and FHP Troop K. Florida's Turnpike is a user-financed facility whose toll revenue pays for new construction and maintenance of the entire system.

The Central Office

The Central Office is located in Tallahassee. The focus of the Central Office is policy guidance, technical assistance, training, and monitoring. The number one job of the Central Office is to help our Districts succeed in their work efforts.

Urban Offices

The Department has Urban Area offices located in Fort Myers, Jacksonville, Pensacola, Winter Park, and West Palm Beach, which provide close contact with local governmental agencies.

Department Values

Like an individual, an organization has values. The Department of Transportation has the following values, which we trust will become part of your work values as well.

Integrity: We are committed to honesty, loyalty and a high standard of ethical conduct.

Respect: We value diversity, talent and ideas. We believe every individual should contribute and have the opportunity to be heard.

Excellence: We achieve performance excellence through hard work, innovation, creativity and prudent risk taking.

Team Work: We accomplish more by working together and relying on each other.

Department Policies and Practices

This section contains basic information you should know about our policies, rules, and procedures. It is intended only as a guide and does not alter or replace formal rules and procedures. In addition each employee is expected to read, understand, and follow all provisions of the Employee Handbook, as well as, related procedures, rules, directives, manuals, and

policies. Your supervisor is available to answer any other questions you may have regarding your job, our Department or the Handbook.

Moving Expenses

Payment of an employee's moving expenses is a perquisite and, as such, must be approved by the Department prior to any move taking place. No commitment to expend state funds for the payment of moving expenses can be made without prior approval from the Department. Any submitted request to pay moving expenses subsequent to the move being made will be disapproved unless adequate justification for emergency situations or unusual circumstances exist. Emergency conditions vary from situation to situation and any request to pay for moving expenses due to an emergency must be coordinated with the Human Resources Office. Procuring moving services shall be done in accordance with *Procedure 375-040-020, Procurement of Commodities and Contractual Services*. The vendor must be registered in the MyFloridaMarketPlace system.

Payment of moving expenses must be in the best interest of the State. This determination is made by the appropriate approval authority. For District employees, it is the District Secretary or their Senior Management Service (SMS) designees (approval authority). For Central Office employees, it is the appropriate Assistant Secretary or their SMS designees. Requests based on transfer upon promotion, lateral transfer for fully justified career broadening, transfer in lieu of layoff, or agency needs will normally be approved. Requests based on other lateral transfers and initial appointments will normally be approved only when justified because of recruitment difficulties. Requests involving demotions or requested reassignments/transfers normally will not be approved unless specifically justified as being in the best interest of the State. Requests for approval to pay moving expenses should be sought before the employee assumes the new position. Moving expenses approved by the Department must be reported to the Department of Management Services on a fiscal year basis by the Human Resources Office.

Moving expenses shall not be paid for elected officials or any person paid from Other Personal Services Funds.

Moving expenses may be authorized by the Department to cover the following:

- Moving a current employee's privately owned mobile home.
- Packing and moving of up to 15,000 pounds of household goods (personal effects and property used or to be used in the employee's dwelling) by a certified common carrier, a rental truck or trailer, or a state-owned vehicle.
- Insurance only on a rental vehicle in connection with an approved move.

Moving expenses **are not** authorized for:

- The shipment of household goods in excess of 15,000 pounds maximum gross weight.
- Unpacking of household goods.

- The cleaning of any old or new residence in connection with an authorized move.
- The storage of household goods for any current or prospective employee.
- Insurance on the contents of a rental vehicle used in connection with an approved move. When household goods or a mobile home are shipped by a common carrier, payment for insurance shall not be made beyond the normal liability of the common carrier.

Requests must be submitted on *Form 250-015-14, Request for Authority to Pay Moving Expenses*. This form and original quote(s) must be submitted for approval by the originating office to the appropriate approval authority. The quotes must either be a firm price or a +/- 10% variance from a specific price. Quotes should not be obtained from vendors who will only give an estimated price.

Any request involving a transfer, including reassignments, promotions or demotions of a current employee must include a complete justification as to what specific benefit(s) the State will receive from moving this employee.

Any request involving an initial (original) appointment, including reemployment of a former state employee must include a complete statement as to the recruitment difficulties encountered in filling the position. Such statements must include:

- Length of time the position was vacant;
- Length of time the agency has been actively recruiting to fill the vacancy;
- Specific actions taken (including advertisements) to fill this position;
- Number of qualified applicants determined available for the specific vacancy;
- Qualifications of the individual selected as compared to the applicant pool and/or why those qualifications make the individual uniquely qualified for the position;
- Recruitment problems peculiar to the position or occupational group, if any, and;
- A complete statement as to why there was a recruitment problem.

The Department requires that the request be submitted to the appropriate approval authority **AT LEAST 14 CALENDAR DAYS PRIOR** to the anticipated move date. If the move is disapproved, the approval authority will return the disapproved form to the originating office.

If the move is approved, and at least one quote does not exceed \$25,000, the approval authority will return the approved request to the originating office.

The originating office will normally notify the moving company with the lowest responsive quote that the Department intends to award the contract. Such notification must contain instructions directing the moving company to submit the invoice upon completion of services to the manager or supervisor named in the letter (see sample below.) If an employee has a special

reason for wanting one company over another, this information must be included as an attachment to the original request. The request will be considered and, if possible, that company approved by the appropriate approval authority. A copy of the authorization letter to the moving company will go to the affected employee. The originating office will submit the requisition for a Confirming Purchase Order after receipt of the invoice.

If the move is approved by the Department and all quotes are more than \$25,000, the selection of a moving company must be by formal competitive bid. The appropriate approval authority will send the approved request to the originating office. That office must contact the Procurement Office in the Central Office, or when applicable, the appropriate Procurement unit in the District to initiate the competitive bid process.

When the bidding process is complete the Procurement Office or the appropriate Procurement unit in the Districts will post the Department's intent to award. A copy of this posting will be provided to the appropriate manager or supervisor, and the affected employee.

If the move is approved for the employee to utilize a rental truck or trailer, the employee will be reimbursed for the actual rental expenses including the cost of insuring the truck or trailer, but not for the contents. The appropriate originating office manager/supervisor will write the employee directing them to submit in duplicate, an *Individual Reimbursement Voucher, Form 350-030-01*, a copy of the paid rental agreement and any other substantiated documents (i.e., gasoline, oil, toll receipts) for expenses incurred in the move to the originating office for processing (see sample below.)

If the request is approved to move a mobile home, the approval authority will send the approved request to the originating office. Insurance beyond the normal liability will not be authorized.

SAMPLE LETTER (**Date**)

(Moving Company)
(Address)
(City, State, Zip)

This is a notice of the Department's intent to award contract for moving expenses of household goods from (**City, State**) to (**City, State**) for (**Employee**).

Based on the issuance of a Purchase Order, the Department shall authorize your firm to provide these moving services in the following specific manner:

- A. Packing, loading, transporting and unloading of the household belongings of the employee (**Name**) of the Department up to a maximum weight of 15,000 pounds. The employee shall be responsible for weight in excess of 15,000 pounds and it shall be the responsibility of your firm to notify the employee in advance of services of any excess weight charges for independent agreement as to payments.

- B. In the event the actual cost of the move exceeds the original quote, the generating office shall contact their respective purchasing office to obtain further guidance on processing the invoice.
- C. Storage and unpacking is not authorized.
- D. Insurance beyond the normal liability of the common carrier will not be paid by FDOT.
- E. Florida law requires that bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post audit thereof.
- F. The Department may cancel these services for refusal by your office to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by your firm in conjunction with this agreement.
- G. The move must take place on or before (DATE) (the end of the fiscal year in which approved). It is mutually understood and agreed that the foregoing stipulations are part of our agreement and evidence of such shall be deemed so upon your commencement of the move.

The invoice for services rendered should be submitted to:

(Authorized Person)
Florida Department of Transportation
(Office Name) - M.S. #(Number)
(Address)
(City, State, Zip)

Please include your Federal Employer Identification Number (FEID).

Sincerely,

(Hiring Authority Signature)
(Title)

cc: (Employee)
(Generating Office)
(Employee Personnel File)

Sample Letter (**Date**)

(Employee Name)
(Address)
(City, State, Zip)

Dear Mr./Ms. (Employee Name):

This is to give notification that you are authorized to move your household goods from (City, State) to (City, State) through use of a rental truck.

You will be reimbursed for the actual rental expenses including the cost of insuring the truck or trailer, but not for contents. You are required to submit in duplicate to the originating office for processing, an Individual Reimbursement Voucher, Form 350-030-01, a copy of the paid rental agreement and any other documents for expenses incurred in the move.

Sincerely,

(Authorized Signature Block)
(Title)

cc: (Generating Office)
(Employee Personnel File)

Equal Employment

The Florida Department of Transportation shall assure to each applicant or employee equal opportunity in all employment practices, including recruitment, examination, appointment, training, promotion, demotion, merit, retention, discipline, and termination, without regard to the individual's race, color, sex, religion, national origin, age, disability or marital status, except as provided by law.

The Florida Department of Transportation shall assure equal employment opportunity to disabled applicants or employees, who with reasonable accommodation can perform satisfactorily the essential functions of the job in question.

The Florida Department of Transportation shall implement and strive to achieve the goals established by the Affirmative Action Program/Plan by good faith efforts to reach its objective of equal employment opportunity.

Under federal regulations, sexual harassment is a prohibited practice that violates the sex discrimination provisions of Title VII of the Civil Rights Act of 1964. The Department charges each and every manager and supervisor with the responsibility of taking preventative steps to ensure that the workplace is free of sexually threatening, inappropriate or inhibiting conduct, which would infringe upon an employee's individual rights.

Any applicant or employee who believes that he or she has been harassed or discriminated against may contact the District Intake Officer or may file a complaint within 180 days of the alleged action with the Equal Opportunity Office, Mail Station 65, 605 Suwannee Street, Tallahassee, Florida 32399-0450; or within 300 days with The Equal Employment Opportunity Commission; Tampa Area Office, 501 East Polk Street-Suite 1020, Tampa, Florida 33602; or Miami District Office, Metro Mall, One N.E. First Street, 6th Floor, Miami, Florida 33132; or within 365 days to the Florida Commission on Human Relations, 325 John Knox Road, Building F, Suite 240, Tallahassee, Florida 32303-4149.

All complaints shall be treated in accordance with procedures set forth by law and in compliance with Chapter 60L-33.007 and Chapter 60L-36.004, Department of Management Services Personnel Management System and Procedure 275-010-001.

Status

Selected Exempt Service and Senior Management Service Employees

These employees are appointed with exempt status and as such serve at the pleasure of the agency head. They are subject to personnel actions at the discretion of the agency head.

Career Service Employees

An employee's status upon appointment to a Career Service position is determined in accordance with Chapter 60L-33.003 of the Personnel Management System Rules. An employee appointed

to fill a position not in the Career Service shall be given exempt status. If approved to perform the duties of another employee in a filled position, the employee shall also be given overlap status. An employee appointed to fill a position in the Career Service shall be given one of the following types of status upon appointment:

- Overlap
- Temporary
- Trainee
- Probationary
- Permanent

Upon original appointment, and anytime an employee changes to a different broadband level (occupational level, group) or agency, the employee shall be given probationary status unless demoted to a position in which the employee has previously held permanent status in the same agency, or unless the legislature has designated that an employee shall be moved but shall not have status as a new employee.

An employee appointed on probationary status shall attain permanent status in the Career Service upon successful completion of the designated probationary period. Probationary periods are one (1) year.

Employees who are serving a probationary period are not permanent in the Career Service and relinquish all previous permanent Career Service status while in probationary status. Such employees serve at the pleasure of the agency and shall be subject to dismissal, reduction in pay, demotion, or reassignment, at the discretion of the agency, without right of appeal, in accordance with Chapters 60L-33.002 (5) and 33.003 (2) (d) 1 & 2 of the Personnel Management System Rules.

Loyalty Oath

Chapter 876.05 of the Florida Statutes requires that all State employees sign an Oath of Loyalty as a condition of employment. This will be completed when you are first employed with us.

Identification

Some employees are given an identification card to be used in the performance of their official duties. If your job requires official identification, your supervisor will tell you how to get the card. The card is not transferable. It is departmental property and must be returned when you terminate or change jobs within the Department, and the card is no longer needed in your new job.

Fingerprinting

During your first week on the job, you may be fingerprinted if your job requires it. Your supervisor or Human Resources Office will tell you where and when this will be done.

Employee Bulletin Board Responsibilities

The posting of policy statements or other information on official FDOT bulletin boards is part of the official notification process within FDOT to advise employees of information affecting their employment. It is the responsibility of each Department employee to review official bulletin boards in work locations for up to date information.

The DOT Infonet site and the Human Resources SharePoint Site are your best source for the most current information on Human Resources issues. There you will find any changes to the system and other related news items with references and guidance for implementation.

Attendance

Work Hours and Breaks

The normal work schedule is five days, eight hours per day, forty hours per week. In DOT, if a meal period is provided, it must be a minimum of thirty minutes. Usually, such meal periods are provided near the middle of the employee's work shift. Employees may also be given a 15-minute break in the first half and second half of their work shifts. These work breaks may not be saved or accumulated, combined with other periods such as lunch, leave, or used for arriving late or leaving early from the designated work station or site.

The Department has approved exceptions to the normal workweek of five, 8-hour days. For example, some of our employees work a 10-hour day, four days per week schedule. Other employees may work schedules with varying starting and ending times, and your supervisor can explain these to you. Regardless of varying work schedules, all hours worked must accrue to 40 hours per work week for included employees, and 80 hours biweekly for excluded employees. Your participation in a nonstandard workweek schedule as described in the Nonstandard Work Schedule Approval, 250-010-003, procedure is subject to the needs of our Department and your work unit.

You must not work during lunch periods or before or after regular work hours unless approved in advance by your supervisor. If you are filling a SES or Career Service position which is eligible for overtime pay (included), you will be paid at the rate of one and one-half times your base rate of pay for all hours you are required to work in excess of 40 hours in a workweek. Employees filling Career Service positions which are not eligible for overtime pay (excluded) shall be credited with regular compensatory leave on an hour-for-hour basis for required and authorized overtime. Overtime for these excluded employees is defined as more than eighty- (80) hours of actual work during the biweekly pay period. SES and SMS employees do not accrue regular, special, or compensatory leave for overtime or holiday work.

Reporting Absences

If for any reason you are going to be late or absent and do not have prior approval, you must call your immediate supervisor before your regular starting time. When you call in, you should give the reason(s) for your absence, type of leave requested, and date and time you expect to report to work. If you cannot report to work on the date and time given, contact your supervisor again to explain why and ask for more leave.

If you fail to contact your supervisor or other person in charge before the start of your workday or shift, you will be placed on unauthorized leave of absence without pay until you make such contact. If there were mitigating reasons that kept you from making such contact before the start of your work shift, they will be considered when you do call in or return to work.

If you do not say on the first day of absence that you will be gone more than one day then call in on each day to report your absence. Failure to provide such notice will result in your being charged unauthorized leave without pay for such days, in addition to possible disciplinary action.

Absence without Authorized Leave for Three or More Consecutive Workdays

An employee who, without a valid mitigating reason, is absent without authorization for three or more consecutive workdays is in violation of our disciplinary standards and shall be dismissed. A valid mitigating reason may be a valid certified personal medical emergency or a dire circumstance beyond the control of the employee. It does not include personal incarceration or travel outside the continental United States.

Leave

Chapter 60L-34 of the Personnel Management System Rules governs attendance and leave policies.

Leave with or without pay is normally granted to an employee with the understanding that the employee will return to work following expiration of the leave period. To this end, the Department does not grant a leave of absence to accept other employment.

Annual Leave

As a Senior Management Service (SMS) or Selected Exempt Service (SES) employee, you will be credited with 176 hours of annual leave upon the first appointment to either of the pay plans and upon the annual anniversary date of that first exempt appointment.

Full-time employees with Career Service earn annual leave credit based on the table below:

Creditable Service	Hours Of Leave Earned Bi-Weekly
up to 5 years (through 60 months)	4 hours
5 to 10 years (61 months through 120 months)	5 hours
Over 10 years (over 120 months)	6 hours

If you have a part-time Career Service position or work less than a full pay period, you earn annual leave prorated the number of hours worked during the pay period according to the following table:

Career Service Bi-weekly Pay Period			
<u>Number of Hours Actually Worked</u>	<u>0 to 5 Years</u>	<u>5 to 10 Years</u>	<u>Over 10 years</u>
Less than 17	0	0	0
17 through 32	1	1.25	1.25
33 through 47	2	2.5	3
48 through 63	3	3.75	4.5
64 or more	4	5	6

Annual leave is credited to an employee at the close of business on the last day of the pay period, or in the case of separation, on the last day an employee is on the payroll. The use of paid leave cannot be authorized or taken prior to the time it is earned and credited. Approved leave may be taken only in increments of fifteen minutes or more, rounded to the nearest quarter hour.

Annual leave credits are expected to be used for vacations. However, you may also request annual leave to take time off for other purposes. Obtain your supervisor's approval before taking leave. If an emergency develops, notify your supervisor of the emergency and ask verbal approval to use annual leave. When you return to work, complete your leave request. You should note, however, that annual leave will only be approved in an amount to ensure that leave time and work hours total 40 hours of pay per week for included (eligible for overtime pay) employees, or 80 hours of pay in the bi-weekly pay period for excluded (not eligible for overtime pay) employees.

In accordance with an agency-wide plan in DOT, Career Service employees who accrue an annual leave balance in excess of 360 hours at the close of business on December 31 of each calendar year shall have any hours over 360 converted to sick leave on December 31 of each year.

Effective December, 2002, and each December thereafter, a permanent Career Service employee shall be entitled, subject to the available funds, to a payout of up to twenty-four (24) hours of unused annual leave, provided that after the payout, the employee's annual leave balance is a least twenty-four (24) hours. The cumulative payout under this provision cannot exceed the lifetime maximum of 240 hours.

If you leave State government and have at least twelve months of service, you will be paid for all unused annual leave hours, up to 240 hours, at your current hourly base rate of pay. Should you transfer to another State agency in a Career Service position within thirty-one (31) days, you will transfer your unused leave time with you.

You will not be paid for any leave or holidays that occur after your last day on the DOT payroll should you terminate your employment from State government. Employees will not normally begin employment or end employment on a state paid holiday unless required to work on the holiday(s).

With reasonable notice your manager may require you to use any amount of your accrued annual leave for vacation purposes. Again, such requirements will only authorize leave in an amount so that leave time and work hours total 40 hours per week for included employees or 80 hours bi-weekly for excluded employees.

Upon transfer of an SES or SMS employee to a position outside the exempt service, unused annual leave will be transferred. If the new system will not accept the credits, the credits will be paid for up to the maximum allowable under Rule 34.0041 (6). For either transfer or payment, current year credits will be prorated.

An SES or SMS employee who separates from state government shall be paid for unused annual leave up to a maximum of 480 hours, with the current year's accrual prorated. In the case of the employee's death, the 480-hour limit will not apply, and all unused annual leave at the time of death shall be paid to the employee's beneficiary, estate, or as provided by law.

Sick Leave

An SES or SMS employee is credited with 104 hours of sick leave upon the first appointment to either of the pay plans and upon each annual anniversary dates of that first exempt appointment thereafter.

As a full-time Career Service employee, you earn four hours of sick leave each bi-weekly pay period. If you have a part-time Career Service position, or work less than a full pay period, you earn sick leave prorated on the number of hours worked during the pay period according to the following table:

Career Service Bi-Weekly Pay Period	
Number of Hours Actually Worked	Hours of Sick Leave Credits
Less than 17	0
17 thru 32	1
33 thru 47	2
48 thru 63	3
64 or more	4

You may use your earned sick leave by certifying your absence was for one or more of the following purposes:

- Your personal illnesses (including maternity-related disabilities), injuries, or exposure to contagious diseases which would endanger others; or
- Your appointments with doctors, dentists, or other recognized practitioners when it is not possible to arrange such appointments during off-duty hours; or
- Hospitalization either as an in-patient or out-patient; or
- Being placed on compulsory disability leave; or
- Sustaining a job-connected disability; or

- Illnesses, injury, or well care check-ups of the employee's spouse, the children or parents of the employee or the spouse, or a person the employee or the spouse has a caretaker responsibility for when the employee's presence is necessary.

If you are absent for three entire or partial workdays in any 30 calendar-day period, you may be required to furnish medical certification of your illness before you are authorized additional use of sick leave credits. You must, however, furnish medical certifications after 10 consecutive days of absence and at 30-day intervals thereafter. If you establish a pattern of frequent absence or abuse leave, then you may be required to furnish certification for each absence. When medical certification for you or your family member(s) is required, it must contain the following information:

- A statement that you were not able to work because of either illness or injury. In the case of family sick leave, a statement that the family member was not able to work, attend school, care for him or herself due to illness or injury;
- Time(s) and date(s) of each visit;
- The doctor's or nurse's signature;
- Date(s) of your illness or injury or those of your family member.

For a medical appointment necessary during work hours, you must obtain approval, in advance, to use your earned sick leave.

Travel time to the doctor's office may be charged to your sick leave up to 30 minutes each way. If you are referred for medical treatment to an out-of-town location, your entire travel time may be charged to your sick leave credits. Discuss this with your supervisor before you arrange for an out-of-town appointment for medical treatment.

There is no limit on the number of hours of unused sick leave credits you may accumulate. You may also receive a lump sum payment for unused sick leave credits upon separation from State government, subject to the eligibility requirements of Section 110.122 (1), Florida Statutes. Payments are computed at your regular hourly rate for 1/8 of all unused sick leave credits earned before October 1, 1973, and 1/4 of all unused sick leave credits (up to 480 hours) earned after October 1, 1973. Payment will be made only if:

- You have completed 10 or more years of creditable State service; and
- You have not been found guilty or have not admitted to being guilty of any disqualifying act such as embezzlement, theft, or bribery in connection with State service;
- You separate from State government because of retirement for other than disability reasons, termination, or death. In the case of death, payment for accrued unused sick leave credits will be paid to your beneficiary, estate, or as otherwise permitted by law.

The provisions for retention and transfer of sick leave credits when moving to another State government employer are contained in **Chapter 60L-34.0042 (7)** of the Personnel Rules.

Sick Leave Pools

All Districts and the Central Office have sick leave pools, which are administered by a committee according to an established operating procedure. These pools allow participating full-time and part-time employees to pool sick leave for use on depletion of their own sick leave. An employee is eligible to participate in a sick leave pool after completion of one year of employment with the state, provided that a minimum of 64 hours of sick leave has been accumulated.

Each full-time participating employee contributes 8 hours of sick leave to the pool in the first month of eligibility and at each time the pool is depleted thereafter. Likewise, part-time employees contribute on a prorated basis in the same manner.

Participating employees may apply to withdraw leave from the pool for personal illness, accident, or injury after all personal, sick, annual, and compensatory leave credits have been depleted.

Personal Sick Leave Transfer Plan

The Department has a personal sick leave transfer plan which provides a way for an employee to donate or receive personal sick leave credits to another employee, either within DOT or in another participating State Agency, who has exhausted all personal leave due to a documented illness, accident or injury. All employees may voluntarily participate in the leave donation plan, subject to certain eligibility requirements for both donors and recipients. Your local Human Resources office has information on the plan and can answer questions about donating and receiving leave. Additional information may also be found on the Human Resources SharePoint Site.

Regular Compensatory and Special Compensatory Leave

Career Service Employees

If you are an excluded employee (not eligible for overtime payment), you will be credited for overtime worked by being granted regular compensatory leave credits on an hour-for-hour basis for any required and approved work hours in excess of 80 during the bi-weekly pay period. Excluded employees can accrue a maximum of 240 hours of regular compensatory leave.

Included employees (eligible for overtime pay) will be paid for all overtime hours at a rate of one and one-half times the employee's regular rate of pay. Overtime hours for included employees are defined as hours actually worked over 40 during the workweek.

If a holiday is observed on your regular established workday and you are not required to work, you will record holiday hours equal to the number of hours in your established workday on your time sheet. If you are a full-time employee and the holiday falls on an established workday of less than 8 hours your holiday pay and any associated compensatory leave will be handled in accordance with the Personnel Management System Rules **Chapter 60L-34**.

If a holiday is observed on your regular established workday and you are required to work, you will be credited with special holiday leave time equal to the time worked on the holiday, not to

exceed the number of hours in your established workday. However, if the holiday falls on an established workday of less than eight hours, you will be credited with an eight-hour holiday. You will also be paid for all hours actually worked on the holiday.

If the holiday is observed on your established day off, you will be credited with 8-hours of special compensatory leave.

NOTE: Special compensatory leave is not actually earned until the end of the workweek (for included employees) or the end of the pay period (for excluded employees). Therefore, special holiday compensatory leave credits will offset any other approved leave(s) with pay taken during the workweek/pay period of a holiday.

Selected Exempt Service and Senior Management Service Employees

SES and SMS employees are expected to work the hours necessary or required to get the job done. Included SES or SMS employees are eligible for payment of overtime work hours at one and one-half times their regular hourly rate of pay. Excluded employees are not eligible for overtime pay and are not eligible to earn regular compensatory leave credits for overtime work.

They may observe the same holidays that Career Service employees have. They do not earn special compensatory leave as a result of working on a holiday or working extra hours during a work period of a holiday. If such employee works on a holiday they may schedule an alternate day off within the same work period with supervisory approval.

Family Supportive Work Program (60L-34.0051)

Under the **Family Supportive Work Program, Chapter 60L-34.0051**, agencies must approve parental or family medical leave to assist employees in meeting family needs. Within one year following the birth or adoption of a child, an employee who requests such leave, shall be granted up to six months for parental leave. If both the father and mother are employees, they may be granted up to six months total between them. For a family member's serious health condition, as defined in the Family and Medical Leave Act and implementing regulations, leave shall be granted for up to six months to an employee who requests such leave. An employee who is granted parental or family medical leave may request to use accrued leave credits. If the employee does not so request, the agency must place the employee on authorized leave without pay.

When an employee is granted a parental or family medical leave under the Family Supportive Work Program, or is granted sick leave for personal illness or injury under **Chapter 60L-34.0042**, the agency will determine if the employee is both eligible and entitled to leave under the Federal Family and Medical Leave Act, and will notify the employee accordingly. (See The Family and Medical Leave Act (FMLA) below for further information.) If the employee is both eligible and entitled to FMLA, it will run concurrently with the personal sick leave, parental, or family medical leave granted under **Chapter 60L-34**, Personnel Management System Rules.

For other than family medical reasons, you can be granted family leave without pay to handle family responsibilities, up to 30 days in a calendar year, provided that the leave has minimal impact on your work unit. Family responsibilities in this area may include, but are not limited to, such things as caring for aging parents, involvement in settling parents' estate upon their death,

relocating dependent children into schools, and visiting family members in places that require extensive travel time. Family includes your child, stepchild, adopted child, legal guardian, stepparent, parent, or spouse. You may request and be approved to use your accrued annual or compensatory leave to cover any part of the family responsibility leave. See also **F.S. 110.1522**.

The Family and Medical Leave Act (FMLA)

The purpose of the federal FMLA is to allow employees to balance their work and family life by taking reasonable leave for medical reasons (the employee's own illness), for the birth, adoption, or foster care placement of a child (Parental leave), and for the care of a child, spouse, or parent who has a serious health condition (Family medical leave). To accomplish this, the FMLA allows "eligible employees" of a covered employer to take a total of 12 workweeks of job-protected leave in any 12-month period for any one of the above leave types. While FMLA is unpaid leave, you may elect to substitute appropriate paid leave if you have earned or accrued it. Eligibility for FMLA is determined in accordance with requirements of the FMLA to be: (1) an employee has been employed for at least 12 months, and (2) the employee has worked for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. The determination of whether an employee meets these eligibility requirements must be made as of the date leave commences.

To determine an employee's entitlement to FMLA leave, the Department uses a method called the "rolling" method; a 12-month period measured backward from the date an employee uses any FMLA leave. This means each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

When you are granted leave for parental, family medical, or your own serious health condition, you may request and be placed on the type of your accrued paid leave appropriate to your situation (annual, compensatory, or sick), commencing on the date determined by you in consultation with your attending physician and following notification to your supervisor in writing, to cover any part of the unpaid leave period until all or any part of your accrued leave credits have been used, in accordance with all applicable laws and rules. The State insurance matching contributions continue for up to six months for parental, family medical and personal medical leave.

It is the policy of the Department to recognize and charge any sick leave absence of more than three days as covered by the Family and Medical Leave Act (FMLA) unless otherwise documented. You should always notify your supervisor of the need to take leave as soon as you know. If you are requesting parental or family medical leave, or leave for your own serious health condition (i.e., inpatient care, surgical procedure, continuing treatment), your request should be in writing in advance to your supervisor. For your own unexpected illness that causes you to miss work, you must call your immediate supervisor before your regular starting time. In the event you are unable to call, you should make sure someone notifies your supervisor for you. When you return to work, you will be asked to complete a leave request form to officially document your use of personal sick leave.

If your requested leave qualifies for FMLA, your supervisor will acknowledge your request in writing using the Family and Medical Leave Memorandum identified below. This memorandum

will contain any instructions you will be required to follow to gain approval for the leave you have requested.

Disability Leave

If you have a job-connected accident or illness that is compensable under the Workers' Compensation Law, Chapter 440 F.S., and are certified as unable to work by your workers' compensation doctor, you will be carried in full pay status for a period not to exceed a maximum of 40 work hours. If you are unable to return to work at the end of the 40-hour period, you may use your earned leave credits, as necessary, to supplement Workers' Compensation indemnity payments to maintain your total salary at its level prior to the accident or illness. Should you decide not to use leave credits, you will only be paid Workers' Compensation indemnity benefits. If you return to work and have exhausted the 40 hours of disability leave, you will, upon presenting written authorization from the authorized physician, be granted additional disability leave not to exceed 48 hours for follow-up exams or treatment by the authorized physician for a particular injury.

An employee must report any work-related injury immediately to the supervisor. The supervisor will report the injury to the Workers' Compensation provider. Refer to the Human Resources SharePoint Site for additional information.

Administrative Leave

In certain cases, a leave of absence with pay may be authorized and not charged against your earned leave credits. However, approval of administrative leave is limited to an amount necessary to bring an employee to full pay, 40 hours of work in the week for included employees, and 80 hours of work during the biweekly period for excluded employees. This type of leave may be approved for such absences as: jury duty; court appearances that do not involve your personal litigation; one hour for voting when it is not possible to get to the polls outside of working hours; meetings and conferences beneficial to the Department; up to two hours for examinations and job interviews for positions within the State Personnel System; short-term military training (maximum of 17 work days per Federal fiscal year), death in the immediate family (two days –16 hours), natural disasters, certain school activities involving your child (one hour per month) as described in Chapter 60L-34.0051 (7) and mentoring (one hour per week, not to exceed five hours per calendar month). See your supervisor or Personnel Office for more information or questions regarding administrative leave.

Military Leave

As a State employee, you may be granted military leave if you are either drafted, ordered to active duty (not active duty training), or volunteer for active military service in one of the branches of the Armed Forces of the United States.

This leave of absence will be granted beginning with the date of induction and ending up to one year after the date of separation from military service or from hospitalization continuing immediately after discharge.

The first 30 consecutive calendar days will be with full pay and the remainder without pay.

Upon separation from the military service, you may return to your former position, if the position is available, or a different position in the same class in the same geographical location.

Should you come back to work for the Department, a medical examination may be required to determine your fitness to perform the duties of the position to which you may be returning.

Military Reserve and National Guard Training Leave

In addition, members of the military reserve or National Guard will be granted up to 17 working days of administrative leave per Federal fiscal year (October 1 - September 30) when ordered to active or inactive duty for training. Any such training time in excess of 17 working days shall be granted as authorized leave without pay; however, the employee may choose to use accrued personal leave (annual, special compensatory, regular compensatory or the personal holiday) to cover all or part of such absences beyond the 17 working days.

Members of the Florida National Guard are granted up to 30 calendar days with pay each time they are ordered to State service by the Governor of Florida.

As a member of the United States Armed Forces Reserve, you will be granted a leave of absence on all days during which you perform ordered inactive duty training such as armory drill or unit training assemblies. Such leave will normally be leave without pay unless you request to use your accrued annual, regular or special compensatory leave or personal holiday.

Other Leaves of Absence Without Pay

Upon request, you may be granted leave without pay for other reasons for a period not to exceed 12 months, provided the agency deems such leave to be justified and not detrimental to the operations of the Department. In exceptional cases, leave without pay may be extended beyond the 12 months by the Department, with approval of the Department of Management Services. Your Personnel Office handles such extension requests. It is extremely important that employees on a leave of absence without pay ensure any health or other insurance premiums are paid to prevent termination of insurance coverage.

Payroll

Paydays

Our employees are paid biweekly every other Friday. Occasionally, a payday may fall on a holiday. When this happens, payment normally is made on the preceding day. If you do not

receive a check or statement for your earnings or if it is incorrect, contact your supervisor for assistance.

Payrolls Deductions

Federal Withholding Tax (Income Tax) must be deducted from your salary. Deductions must also be made for Social Security (Federal Insurance Contributions Act) for all employees.

If you are a full or part-time State employee, you may choose to have deductions made for any of the following:

Health Insurance:

- State Health Insurance Plan (Self-Insured) or Health Maintenance Organization (HMO) coverage for an approved county
- Supplemental Hospital Insurance Plans
- Dental Health Plans
- Cancer and Intensive Care Plans
- Accidental Death and Dismemberment Plan

Life Insurance:

- State Life Insurance Plan (Basic Term/Optional)
- DOT Group Life Insurance Plan (ALTA Life-Term)
- Term Life Plans offered by several approved companies
- Universal Life (Metropolitan)

Other Insurances and Prepaid Plans:

- Automotive/Motorcycle Insurance
- Homeowners Insurance
- Prepaid Legal Services Plan
- Other insurance plans covering income supplement, mortgage insurance, and similar insurance coverage
- Long Term Disability Income Plan
- Flexible Spending Accounts
- Dependent Day Care Expenses
- Unreimbursed Medical Expenses

Other Programs:

- State Deferred Compensation Plan
- Credit Union
- U.S. Savings Bonds
- FSECC Fund
- Union Dues
- Florida Pre-Paid College Program

Pay and Benefit

Pay

The Department of Transportation recognizes that pay is but one part of an employee's total compensation package. In addition to Legislatively mandated pay increases, considerable flexibility is provided to managers to change an employee's pay for appropriately documented reasons. Managers may approve a discretionary increase to a Career Service employee's base rate of pay for a wide variety of reasons including, but not limited to, promotions, reassignments, transfers, commendable performance, assumption of additional duties and/or responsibilities, obtaining additional training, certifications, or registrations in their current field of work, and gaining new job related skills, knowledge or abilities.

There is no entitlement for an employee to be granted any type of discretionary increase. A manager takes into account a number of factors when considering an employee pay increase. They may include: 1) the added value to the Department of the training, skills, knowledge, the employee has gained, 2) recruitment problems in filling a position, 3) the nature, scope and volume of the work assigned, 4) comparison of the current compensation level of the subject employee and other similarly situated employees, 5) overall workload. The availability of rate and salary dollars is part of any pay action consideration by a manager. Pay discussions between employees and their managers are also included as part of the annual evaluation process.

Employees in Career Service positions may also receive a salary additive if they meet the qualifying criteria. By definition, additives are not permanent and are based on specific, short-term factors where an employee's work circumstances warrant the temporary increase. They are not an increase to the employee's base rate of pay. Pay additive categories include, on-call, shift differential, competitive area differentials, hazardous duty, lead worker, temporary special duty, trainer, and critical market. Some pay additives are authorized by, work shift, occupation – level, geographic location or individual position. Please refer to DOT's Pay Actions Directive, 250-040-035, for specific information and qualifying criteria.

Increases in pay for Senior Management Service (SMS) and Selected Exempt Service (SES) employees are totally at the discretion of management. SMS and SES employees are not eligible for salary additives.

Annual Lump Sum Bonuses

The Department of Transportation provides the opportunity for all employees (Career Service, Selected Exempt Service and Senior Management Service) to participate in the Annual Lump Sum Bonus, 250-040-036, program as stated in Section 110.1245 of the Florida Statutes. This program requires both supervisor and peer input in the determination of those employees who will receive lump sum bonuses. Bonus payments for eligible employees are distributed in June of each year. For details on employee eligibility and the specifics of the program, please refer to directive linked above.

Holidays

The following holidays are observed: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and the day after, and Christmas Day. If a holiday falls on Saturday, the preceding Friday is observed as a holiday. If one falls on Sunday, the following Monday is observed. Full-time employees are also entitled to one personal holiday per year. Such personal holiday will be credited to employees upon employment and on July 1 of each year thereafter, and it must be taken prior to June 30 of each year. Holidays may not be accumulated.

Part-time State employees are entitled to all holiday benefits, including the personal holiday on a prorated basis, determined by the percent of their full-time equivalency (FTE) appointment.

Additional holidays may be observed when approved by the Department of Management Services.

Insurance

As a full-time or part-time Career Service, SES, or SMS employee, you may enroll in any of the various insurance programs offered by the State and the Department.

The State's health insurance plan allows you to choose between the State self-insured plan (with specific deductibles and co-payments) or joining a health maintenance organization (HMO), where available. Under the State self-insured plan coverage, you may reduce your medical expenses by participating in the preferred provider care (PPC) program.

Other insurance plans are also offered by the DOT. If you choose the State self-insured plan under the State's health insurance program, you may opt to participate in one of the supplemental hospitalization plans available. Term life insurance is available where the policy amount and cost depend on your salary and age. Additionally, a universal plan offering excellent savings and features, is also available. An accidental death and dismemberment plan, which may be purchased in amounts as much as 10 times your annual salary, is also offered.

The Department offers a competitively priced disability insurance plan and several prepaid and indemnity dental health plans as part of our benefits program. Additionally, automobile/motorcycle and homeowner insurance plans are available. The employee pays the full cost of the premiums of these various plans; some however, may be paid with pre-tax dollars. Ask your benefits coordinator to explain these plans to you, their costs and any eligibility requirements. Department-wide notices from the Central Personnel Office will periodically announce enrollment options and periods.

During the first 31 days of your employment, you must request or reject coverage for most of the insurance and benefit plans offered by the Department. If you do not enroll within the first 31 days, you will have to wait until open enrollment. The enrollment office completing your

employment papers will tell you which of these plans you must decide on within the initial 31-day period. Remember, you are responsible to request or reject insurance coverage.

Retirement

Florida Retirement System Pension Plan

All new employees are automatically enrolled in the Florida Retirement System (FRS), and are covered by the Federal Insurance and Contributions Act (FICA) of Social Security.

As a member of FRS you must have a minimum of six years creditable service to vest and qualify for benefits under FRS. You may retire with no penalty after completing 30 years of creditable service regardless of age. Employees with six or more years of service but less than 30 years of service may request benefits at any age. However, certain penalties apply to an employee who requests benefits prior to age 62 without having at least 30 years of service.

The retirement system also provides disability retirement (regardless of the reason) for employees who become disabled after eight years of service. On the other hand, an employee who becomes totally disabled in the line of duty is eligible to apply for immediate disability retirement benefits regardless of length of service. You may also receive social security payments in addition to State retirement, if determined eligible by the Social Security Administration.

Florida law does not require compulsory retirement. You may continue working as long as you can satisfactorily perform your job. If you have any questions regarding retirement rules or benefits, contact the Human Resources Office.

The Deferred Retirement Option Program (DROP)

The Deferred Retirement Option Program (DROP) allows you to retire and begin accumulating your retirement benefits without terminating employment for up to 60 months from the date you first reach normal retirement. You must be vested and eligible for normal retirement based upon your years of service or age.

While participating and in DROP, your monthly retirement benefits remain in the FRS Trust Fund, earning tax-deferred interest, while you continue to work.

Senior Management Service Optional Annuity Program

Employees have 90 days from the date of appointment to a Senior Management Service position to elect to transfer from the Senior Management Service Class of the Florida Retirement System to the Optional Annuity Program. Under this plan retirement contributions are directed to an annuity plan selected by the employee.

Florida Retirement System Investment Plan

The Investment Plan (Defined Contribution) is based on employer contributions and investment funds. You can choose to distribute contributions among the investment funds in the plan. Contributions to your Investment Plan are vested after one year of service and you can keep your benefit invested even if you terminate your employment. You also have the option to take the investment plan with you when you leave State employment.

The New Hire Video provides a detailed explanation of the FRS plans.

Forfeiture of Retirement Benefits

Any public officer or employee who is convicted of a specified offense committed prior to retirement, or whose office or employment is terminated by reason of his or her admitted commission, aid, or abetment of a specified offense, shall forfeit all rights and benefits under any public retirement system of which he or she is a member, except for the return of his or her accumulated contributions as of the date of termination.

Please refer to section 112.3173 of the Florida Statutes for detailed information on forfeiture of retirement benefits.

Credit for Prior State Service

When returning to State employment following a break in service, you may use all previous State service in determining eligibility for higher annual leave credits.

Break in Service

When you resign from one State agency to accept a position with another State agency, any period in excess of 31 calendar days to lapse between jobs will be a break in service.

Credit Unions

All Districts and the Central Office have credit unions that offer savings and loan programs to full-time and part-time employees, their spouses, and dependents. Participation in such programs may be made through payroll deductions or direct transactions.

Services offered by credit unions vary and may include loans, sales of Traveler Checks, and check cashing privileges.

See your credit union for details of the specific services it offers.

Employee Assistance Program (EAP)

We recognize there are times when personal problems may reduce the quality and quantity of your work. This can cause problems for all of us. If you should develop a problem during your employment with us such as alcoholism, substance abuse, financial or legal difficulties, family strife, inability to deal with stress, or other such problems, you can call our EAP provider toll-free at 1-800-272-7252. This is a 24-hour service available to you and your immediate family. You may request to use sick or annual leave for EAP visits.

In some cases, supervisors may refer an employee to EAP when personal difficulties are interfering with job performance. If your supervisor refers you to the EAP provider, the time for the initial screening will be granted as work time. All other EAP sessions you attend will be on your leave time.

Our EAP provider will do initial screening for you. This initial screening and diagnosis is paid for by the Department as a benefit to our employees. In many cases, our provider can help you resolve your difficulties during this screening or with one or two additional visits. In more serious cases, they will refer you to a specialist based on their diagnosis. The Department cannot pay for this extended counseling or treatment. Such payment will have to be arranged between you and the treating facility. In many cases, your state health insurance or HMO may pay for part or all of the treatment.

Records of any counseling or treatment done through EAP will not be available to the Department. Such records are confidential between you and the provider. In cases where you are referred to EAP by your supervisor, our EAP provider will inform the Department of your attendance and participation but they will not provide any other information unless you authorize release of records.

Education and Training

We encourage all employees to continue their training and educational activities and will make every effort to help you in these pursuits. The Department schedules and delivers many training opportunities during any year. Your Work Unit has someone called a Work Unit Training Coordinator. Your Training Coordinator can tell you when specific courses are scheduled to be delivered in your area and, with your supervisor's approval, help you register for the courses you need. The Department maintains a record of your training accomplishments since joining the Department and your Training Coordinator can obtain a copy for you.

Your Individual Training Plan

Each year you will complete your Individual Training Plan with your supervisor. This plan reflects the training, education and development activities you plan to complete so you can fulfill the present and future requirements of your position. Your plan is combined with all other Department of Transportation employee's plans to determine our Department Training needs by District. Your input is an extremely important part of the Department's Annual Training Plan. If

you need additional assistance in the area of training and development, please contact your supervisor and/or Work Unit Training Coordinator first. You can also contact your District Training Manager or the Training and Development Office in Central Office.

Educational Opportunities

The Department can also assist you in your educational pursuits through a Tuition Waiver Program, Tuition Reimbursement Program and Educational Leave With Pay.

The State Employee Tuition Waiver Program, is offered through the Department of Management Services but is definitely supported by the Department of Transportation. The program may authorize full-time employees to enroll for up to six credit hours of tuition –free courses at a state university or community college. Also see the Intent to Apply form.

The Tuition Payment for Educational Courses, 250-050-005, is similar to the Educational Voucher Program. It is used to benefit the Department by helping an employee improve the efficiency of his or her current job. In the case of reimbursement, an employee is approved in advance to receive tuition reimbursement upon course completion.

The Educational Leave With Pay, 250-050-010, is offered to Career Service Employees. An employee can be granted leave with pay to receive training that is of specific and direct benefit to the Department and the Public through this program. Educational Leave With Pay is granted for full-time enrollment in an accredited college, university, vocational school or training academy for a full academic period or longer.

Classification and Employee Actions

Position Classification and Salary Adjustments

The Florida Legislature authorized the Florida Department of Transportation to develop and implement a new Classification and Pay System in 1994. We implemented our system in February 1995 and that system stayed in place until July 1, 2002. Our system was replaced at that time with the Statewide Broadbanding Classification and Pay System, as directed by the 2001 Legislature in conjunction with Service First legislation.

The goals of the new classification and pay system include:

1. Reduce the need to reclassify positions due to work assignment and organizational changes by decreasing the number of classification changes required.
2. Establish broad-based classes allowing flexibility in organizational structure and reduce the levels of supervisory classes.
3. Emphasize pay administration and job-performance evaluation by management rather than use of the classification system to award salary increases.
4. Provide managers the flexibility to move employees through the pay ranges and provide for salary increase additives and lump-sum bonuses.

In summary, the system emphasizes pay administration as a rational approach to management, and allows pay practices to be accurately monitored by removing classification changes as a primary mechanism for granting pay increases. In addition, the new system establishes broad,

occupation-based classes and pay bands, which allows flexibility in assigning work; reduces the need for frequent reorganization of work units; adapts to changes in technology because the classes are broad enough to encompass future changes; allows for greater employee development and reduces administrative cost. The classification and compensation systems, along with recruitment and selection, and performance evaluation, give the Department the ability to manage in a more effective manner and allow employees the opportunity to grow professionally and financially.

Position Descriptions

The Department has a position description for each authorized and established position. This is a description of your job and reflects the duties and responsibilities normally assigned to you and other important information about your position. You will receive a copy of your position description when you are appointed to your job. You should read it and make sure you understand what is expected of you in your new job. Ask your supervisor to provide a copy of your position description if you don't receive one.

You will review your position description with your supervisor each time a performance appraisal is completed on you. You do this to determine if the position description correctly identifies the duties performed by you during the rating period.

Performance Evaluations

Career Service Employees

At the beginning of a performance review period (probationary or annual), your supervisor or other person designated to evaluate your work will provide you with key job performance responsibilities and expectations/standards as well as departmental responsibilities. You will be evaluated on these responsibilities and expectations/standards before the end of the review period. You will be evaluated as either meeting or not meeting all key job performance and departmental responsibilities.

If the rater indicates you have met all the job performance and departmental responsibilities, you will either attain permanent status in your current job class if serving a probationary period or start a new annual review period if you already have permanent status in your current job class. If the rater indicates you have not satisfactorily met all expectations and/or standards and you do not have Career Service status, you may be removed from Career Service, moved from your current job class or a Performance Improvement Plan may be prepared. When a Performance Improvement Plan is prepared, you will have up to sixty (60) calendar days to make the necessary improvements or be removed from your current job class, which may include termination.

If you have done exceptional work, your supervisor/rater may recognize that effort through completing a Special Recognition/Accomplishment Form. These can be prepared at any time and there is no limit on the number that can be prepared for an employee. Managers are encouraged to use these Special Recognition Forms as a way of recognizing employees for exceptional performance.

Select Exempt Service (SES) Employees

Select Exempt Service (SES) employees must be evaluated at least annually.

Senior Management Service (SMS) Employees

Senior Management Service (SMS) employees must be evaluated annually.

Career Advancement

The Department recognizes the importance of developing and promoting employees. For this to occur, it is important that you identify the positions which interest you and for which you qualify. This may be done in several ways. You may talk with your supervisor, contact your Human Resources Office, and monitor DOT job opportunities that are listed in our vacancy announcements. Vacancy announcements appear on People First. You may also be eligible to file a request for reassignment and/or promotion to another DOT position. Contact your Human Resources Office for information on this process.

A vacant Career Service position may be filled first by a management directed reassignment or demotion of a current employee, and then by considering any requests for reassignment and promotion on file. If a position is not filled using one of these methods, it will be advertised.

If a position is advertised in the People First system, and you meet all of the knowledge, skills, and abilities (KSAs), and other position requirements, you may apply for it. To apply, you may submit a completed and signed State of Florida Employment Application online at the People First Service Center. You will need to apply to each position you are interested in.

Transfers

Our total work force and programs are subject to movement from one geographic location to another. This depends on the need of the Department. Also, some positions are subject to be transferred from one location to another within the State. Construction, Right of Way, Design, and Maintenance positions are most likely to be identified for these transfers.

Safety

The Department urges you to safely perform your job. Rules, regulations, and procedures have been established for your safety. You will learn about these from publications, and training programs, and written information posted on bulletin boards.

Any accident which occurs during your work hours must be immediately reported to your supervisor who will see that you receive proper medical attention. All required accident forms must be completed and given to the appropriate office. Never fail to report an accident because you think it is minor or unimportant. It is your responsibility to report each accident and allow others to determine what action must be taken.

Each employee of the Department must complete required safety training. Which courses you are required to complete is dependent upon your position. Check with your supervisor and ensure safety training is complete, promptly.

Smoking

The Department's Smoking Policy, 001-010-015, statement implements the Florida Clean Indoor Air Act, Chapter 386, Part II, Florida Statutes. Your supervisor, upon request by you, will provide a copy to read so you may better understand and identify smoking and non-smoking areas.

Generally, unless specifically designated otherwise, buildings, facilities, indoor work areas and places of employment owned or leased by the Department are considered non-smoking areas.

Parking and Traffic Rules

Where you work will determine the types and extent of parking and traffic rules that apply to you. Parking areas are identified at each work location. Some areas have free parking and some have spaces for which you pay to have reserved parking. The Department provides car pool parking spaces at some locations. Information on car-pooling and parking regulations may be obtained from your immediate supervisor.

Certain parking spaces are designated as disabled parking only. Also, parking spaces may be reserved for other reasons. You must not use these spaces unless authorized by the appropriate authority. If you do, your vehicle may be ticketed or towed, and you may be subject to disciplinary action.

Posted traffic speed limits, seat belts laws, and other traffic regulations are to be obeyed by all employees when driving State-owned vehicles or driving personal or rental vehicles while conducting official State business.

Driver's Record Requirements

The Department has a directive relating to the employment, promotion and retention of employees in positions where the operation of a motor vehicle has been identified as a requirement or essential to perform the job duties of the position. All applicants, both internal and external to DOT, as well as current Department employees in such positions, must possess and maintain an acceptable driving record to be appointed or retained.

Violence-Free Workplace Environment

It is the Department's intent to maintain a violence-free workplace by creating a business environment with a zero tolerance of behavior, which leads to harassment and violence. This includes domestic violence as defined in **Section 741.28**, Florida Statutes. The policy is established to provide for a productive work environment and the individual welfare and security for all Florida Department of Transportation employees, customers, vendors, contractors and other person(s) present on official FDOT business.

It is the Department's intent that no person shall harass or harm employees, members of the general public, officials, contractors, vendors or customers of the Department by exhibiting verbally or physically abusive or harassing behavior including, but not limited to the following:

Verbal Abuse: Threats toward persons or property; the use of vulgar or profane language toward others; disparaging, derogatory comments or slurs; intimidation, or name-calling.

Physical Abuse: Any physical action such as hitting, pushing, kicking, holding, impeding or forcibly blocking the movement of another person.

Harassment: Any visual, audio or computer generated materials, stalking, or any abusive behavior, including threats, harassment or abuse originating from a domestic violence situation, intended or reasonably expected to offend, threaten or intimidate other person(s).

Reporting: The Department recommends supervisors and managers use the appropriate channel to report abuse, harassment or threats of violence. Channels to be considered are Human Resources Offices, higher management, FDOT Building Security, Governor's Office Hotline for Domestic Violence, local law enforcement authorities, 911 and District and/or Central Office FDOT Public Information Offices.

For additional information regarding this program, refer to the **Violence-Free Workplace Procedure, 250-055-001**.

Drug-Free Workplace And Testing Policy

It is the policy of the Department to provide a safe, dependable, drug-free workplace for employees by assuring employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner.

Department employees who operate a commercial motor vehicle and who are required to be in possession of a commercial driver license (CDL) are subject to the following types of drug (controlled substances and alcohol) tests:

- Pre-employment
- Random
- Reasonable suspicion
- Post-accident
- Return-to-duty
- Follow-up

All other Department employees are subject to the following types of drug (controlled substances and alcohol) tests:

- Reasonable suspicion
- Routine fitness-for-duty --An employer may require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group. (**112.0455 Drug Free Workplace Act**)
- Follow-up

These and other requirements can be found in the Department's **Drug-Free Workplace and Testing Policy Statement, 001-250-013**.

Special Programs

Saving Sharing Programs

This program is a means for Career Service and Selected Exempt employees to improve operations and increase efficiency of State government through the submission of proposals that result in eliminating or reducing State expenditures or generating revenue. Such proposals must result in substantial savings to the State. You are encouraged to participate in this program as an individual or group and help the Department and State improve operations and increase efficiency. If any of your proposals are adopted and used, you may be awarded up to 10 percent of the actual savings or generated revenue earned during the first year of use. Before submitting your proposal, you should review DOT Procedure No. 010-000-040-a and Chapter 60L-37 of the Florida Statutes for specific guidance on your role as the suggester. If you have any questions, you may contact your District Evaluation and Implementation Committee or the Agency Savings Sharing Coordinator for assistance. For more information and links to the Committees and Agency Coordinator visit the DOT Savings Sharing web page.

Employee Recognition Program

The objective of the Employee Recognition Program, 250-000-007, is to encourage and motivate employees so they will strive for superior work results, increased productivity, and creativity. Recognition may be bestowed upon any eligible employee for their accomplishments, special acts or services that improved Department operations. Accomplishments and contributions must significantly exceed normal expectations to merit awards.

All employees are encouraged to identify and nominate individual employees or groups whose contributions merit special recognition.

Service Recognition

Service Recognition acknowledges employees for each increment of five (5) continuous years of satisfactory service to DOT. The Human Resources Office administers Service recognition.

Ombudsman

The Ombudsman assists in communicating employee concerns and needs to management. The Ombudsman is also a resource for employees seeking information about Department policies and practices. You may call the Ombudsman in the Central Office (850-414-5321), write to the Ombudsman, Mail Station 50, Burns Building, Tallahassee, Florida 32399-0450 or E-Mail: **Jan Russo**.

Department Standards of Conduct

Our employees are expected to conduct themselves in a manner that:

- ❖ Reflects positively on the Department and the State;
- ❖ Promotes a safe, pleasant, and productive work environment;
- ❖ Meets and/or exceeds the work and performance standards of their positions; and
- ❖ Meets and abides by the disciplinary standards established by the Department and the State.
- ❖ Reflects the Department Values of Integrity, Respect, Excellence and Teamwork.

Disciplinary standards are established for the benefit of our employees and the Department. They help shape expected behavior and define misconduct. Violations of these standards are unacceptable behavior and will subject the responsible employee(s) to corrective disciplinary actions. Disciplinary actions, from least to most severe, are:

- ❖ Written reprimand;
- ❖ Suspension without pay;
- ❖ Demotions and/or Reduction in Pay;
- ❖ Dismissal

Violations of the Disciplinary Standards will be handled by the Department's managers and supervisors in a timely and equitable manner, ensuring that appropriate discipline or corrective action is taken. The disciplinary standards contain the most commonly occurring offenses and are not meant to be all-inclusive.

Employees outside the permanent career service may be disciplined at will. Disciplinary action against such employees should be handled in a fair and non-arbitrary manner. Permanent career service employees may only be disciplined for cause.

Disciplinary Standards and Examples

Section 60L-36.005, Disciplinary Standards of the Personnel System Rules sets forth the minimal (basic) standards of conduct that apply to all employees. The examples of these disciplinary standards, contained in Section 8.0 of Department's Disciplinary Action Directive, 250-012-011, are applicable to all Department employees.

The Department performs an array of functions and delivers a variety of services. Some employees perform routine tasks in a safe office environment, while others engage in life-threatening situations under demanding circumstances. Breach of a particular standard in one context might be less serious, while in another it might result in the loss of life or property. Accordingly, the Department has primary authority and responsibility for managing the conduct of its employees. If the Department deems it necessary to discipline an employee for violation of the standards contained in Section 60L-36, Conduct of Employees, the Department may impose any discipline up to and including dismissal, taking into account the agency's mission and the individual facts and circumstances.

Employees outside the permanent career service may be dismissed at will. Permanent career service employees may be suspended or dismissed only for cause, which shall include, but not be limited to the standards contained in Section 60L-36, F.A.C., Conduct of Employees and

included in Section 8.0 of the Department's Disciplinary Action Directive, 250-012-011. Examples under each disciplinary standard are provided as examples only and are not exhaustive or to be considered all-inclusive.

601-36.005(3)(A) Poor Performance

- ◆ Employees shall strive to perform at the highest level of efficiency and effectiveness;
- ◆ Employees (they) shall do more than “just get by”;
- ◆ Employees are expected to be reliable and dependable, for example:
 - to show up for work, ready to work, on a reliable basis;
 - to observe established work hours and scheduled appointments;
 - to complete work on time;
 - to obtain permission before being off work and
 - to schedule leave in a manner that minimizes work disruption.
- ◆ Employees are expected to be effective, for example:
 - to organize their work;
 - to stay focused on job related activities during work hours;
 - to provide the level of effort necessary to get the job done;
 - to demonstrate willingness and ability to make decisions and exercise sound judgment;
 - to produce work that consistently meets or exceeds expectations;
 - to accept responsibility for their actions and decisions;
 - to adapt to changes in work assignments, procedures, and technology; and
 - to be committed to improving individual performance.

Additional Examples:

- ◆ Excessive tardiness or leaving early. The mere approval of use of leave to cover such tardiness or leaving early does not automatically excuse the tardiness or leaving early.
- ◆ Leaving work area or duty assignment without permission.
- ◆ Excessive absence or abuse of leave.
- ◆ Absence without authorized leave. Includes the failure to notify the proper authority, call in on the first day of an absence or taking unauthorized leave after the employee's request for leave has been disapproved.
- ◆ Absence without authorized leave for three or more consecutive workdays. An employee, who without a valid mitigating reason, is absent without authorization for three or more consecutive workdays shall be dismissed.
- ◆ Loafing. - Includes conducting personal business during work hours.
- ◆ Substandard quality of work/inability to perform.

601-36.005(3)(B) Negligence

Employees shall exercise due care and reasonable diligence in the performance of job duties.

Additional Examples:

- ◆ Substandard quality of work due to carelessness.
- ◆ For supervisors and managers, "negligence" includes the neglect of their basic supervisory and/or managerial responsibilities.
- ◆ Violation of safety practices or procedures. - Includes the performance of any unsafe act.

601-36.005(3)(C) Inefficiency or Inability to Perform Assigned Duties

Employees shall, at a minimum, be able to perform duties in a competent and adequate manner.

Additional Examples:

- ◆ Inability to perform. - Employees must maintain any required valid occupational license or certificate in order to perform duties essential and necessary to their job. Employees having driving as an essential requirement will be removed from their position if their driver's license is suspended or revoked for DUI-related charges.

601-36.005(3)(D) Insubordination

- ◆ Employees shall follow lawful orders and carry out the directives of persons with duly delegated authority.
- ◆ Employees shall resolve any differences with management in a constructive manner.

Additional Examples:

- ◆ Failure to follow instructions or carry out assignments.
- ◆ Refusal to comply with a direct order or an established work assignment by the supervisor or manager.

601-36.005(3)(E) Violation of Law or Agency Rules

- ◆ Employees shall abide by the law and applicable rules and policies and procedures, including those of the employing agency and the rules of the State Personnel System.
- ◆ All employees are subject to Part III of Chapter 112, Florida Statutes, governing standards of conduct, which agencies shall make available to employees.
- ◆ An agency may determine that an employee has violated the law even if the violation has not resulted in arrest or conviction.
- ◆ Employees shall abide by both the criminal law, for example, drug laws, and the civil law, for example, laws prohibiting sexual harassment and employment discrimination.

Additional Examples:

- ◆ Assault, violence, fighting or the use, or possession of unauthorized weapon or firearm. An "unauthorized weapon" is any weapon whose possession is not authorized by the Secretary or designee in writing. The mere carrying of a common pocketknife or self-defense chemical spray is not considered a violation.
- ◆ Chargeable vehicle crash or incident.
- ◆ Failure to timely process vendor invoices, vouchers and warrants
- ◆ Improper uniform or untidy appearance. - Includes having an appearance that is unkept or inappropriate for the position.

- ◆ For employees working with inmate labor: - Includes failure to abide by law, written procedures, rules, regulations, or directives, governing the supervision of or working with inmate labor.

601-36.005(3)(F) Conduct Unbecoming a Public Employee

- ◆ Employees shall conduct themselves, on and off the job, in a manner that will not bring discredit or embarrassment to the state.
- ◆ Employees shall be courteous, considerate, respectful, and prompt in dealing with and serving the public and co-workers.
- ◆ Employees shall maintain high standards of honesty, integrity, and impartiality.
- ◆ Employees shall place the interests of the public ahead of personal interests.
- ◆ Employees shall not use, or attempt to use, their official position for personal gain or confidential information for personal advantage.
- ◆ Employees shall protect state property from loss or abuse, and
- ◆ Employees shall use state property, equipment and personnel only in a manner beneficial to the agency.

Additional Examples:

- ◆ Conduct, whether on or off the job, that adversely affects the employee's ability to continue to perform his or her job.
- ◆ Rudeness, display of uncooperative or antagonistic attitude, actions or behavior.
- ◆ Failure to work harmoniously and cooperatively with the public and others.
- ◆ Being unsupportive of the Department and disrespectful to others at work.
- ◆ Failing to provide courteous and timely service to the public.
- ◆ Threatening, abusive, or offensive language or actions. - Includes ethnic or sexist jokes or remarks.
- ◆ Failure to immediately report suspected wrongdoing, bribe, or attempted bribes.
- ◆ Actual or attempted theft (stealing) or aiding others in actual or attempted theft.
- ◆ Failure to report missing or stolen property or possession of unauthorized property.
- ◆ Unauthorized use, misuse or loss of State property, services, equipment, or personnel. - Any use involving pornographic materials will be ground for dismissal.
- ◆ Sabotage or deliberate damage of State property or equipment.
- ◆ Reduced work effectiveness due to a charge of a felony or misdemeanor.

601-36.005(3)(G) Misconduct

- ◆ Employees shall refrain from conduct which, though not illegal or inappropriate for a State employee generally, is inappropriate for a person in the employee's particular position. For example, cowardice may be dishonorable in people generally, but it may be entirely unacceptable in law enforcement officers. By way of further example, people are generally free to relate with others, but it may be entirely unacceptable for certain employees to enter into certain relations with others, such as correctional officers with inmates.

Additional Examples:

- ◆ Horseplay or disorderly conduct.
- ◆ Any act of unsolicited familiarity that causes embarrassment to others or any act that is disruptive of the workplace.
- ◆ Lying or falsification of records or documents. - Includes falsifying time sheets or attendance, employment applications, travel vouchers, or any other work related records.

601-36.005(3)(H) Habitual Drug Use

- ◆ Agencies shall not tolerate violations of Florida's Drug Free Workplace Act, section 112.0455, Florida Statutes, or other misuse of mood- or mind-altering substances, including alcohol and prescription medications.

Additional Examples:

- ◆ Being under the influence of alcohol or drugs. - Exhibiting signs of impairment or other physical signs normally associated with drunkenness or abuse of drugs.
- ◆ Working or reporting to work under the influence of alcohol or drugs or as confirmed by a "positive" drug test result.
- ◆ Use or possession of alcohol or unlawful drugs. during working hours, within any Department vehicle, or in the workplace.
- ◆ Dealing or attempted dealing of controlled substances (drugs).
- ◆ Failure or refusal to submit to a required drug test.

601-36.005(3)(I) Conviction of Any Crime

- ◆ Including a plea of nolo contendere and a plea of guilty with adjudication withheld.

Additional Examples:

- ◆ Adjudication withheld. - Includes the employee being arrested and subsequently placed in an early intervention program.
- ◆ Conviction of misdemeanor under Section 110.127, Florida Statutes.

Personal Appearance

We do not have an official dress code. However, we expect our employees to be neat, clean, and of good appearance and dressed in a manner appropriate to their level of responsibilities and required work contacts. Your job may require that you wear other certain types of clothing or gear for health, safety, or security reasons. In any case, you must dress appropriately for the type of work you perform. Your supervisor will advise you in this matter.

Hairstyles, wigs, beards, moustaches, sideburns, and other grooming effects are a personal matter unless your job performance is affected or otherwise suffers because of them, or it becomes a safety issue.

Misuse of State Property, Service, Equipment, or Personnel

The misuse of any State property, services, vehicle, equipment or personnel for any reason is prohibited. This includes, but is not limited to abusing State owned personal computers (PCs) or electronic mail (E-mail); loading, running or storing non-DOT owned software into a State owned PC; making personal long distance calls chargeable to the State; abusing State owned cellular phones; State property such as copy machines; abusing State vehicles; or directing state employees to perform non-work related activities or run errands on State time. The responsible employee(s) may be required to reimburse the Department for the cost incurred by the Department as a result of the unauthorized use of any State property, services, vehicle, equipment or personnel as well as facing discipline up to dismissal.

Note: The loading, running or storing of pornographic materials or gambling pools on a State owned computer are sufficient grounds for immediate dismissal.

These and other requirements can be found in the Department's Use of Electronic Mail and the Internet 001-325-006 and Use of Copy/FAX Machines 001-010-011 policies:

Ethical Conduct, Conflict of Interest, Outside Employment, And Employment Of Relatives

Because of the importance of these subjects, they are covered in detail by the Code of Ethics for Public Officers & Employees contained in Chapter 112, Part III of the Florida Statutes. In addition, FDOT employees are also governed by the ethical provisions contained in Sections 334.193 and 334.195, of the Florida Statutes. It is the responsibility of each employee to review these ethical conduct statutes carefully. The links to these statutes are available on the Personnel Homepage. Any questions you may have should be addressed to your supervisor or the General Counsel's Office.

The ethical conduct statutes cited above establishes the policy for Department employees regarding conflicts of interest which may result from their soliciting or accepting gifts, gratuities or unauthorized compensation; outside employment; using one's position; personal contractual relationships; using or giving information; or procuring and delivering contractual services or work.

Employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Each employee must use the powers and resources of the Department entrusted to them to further the public interest, and not for any personal or financial benefit.

Employees must safeguard their ability to make objective, fair and impartial decisions. Therefore, employees cannot accept benefits, which could be viewed by a reasonable observer, to have been given to influence a pending or future decision. In all situations, employees are expected to make decisions and take appropriate actions, which maintain proper and professional relationships with members of industry and the public.

Employees who are uncertain as to whether any anticipated personal action, dealing, or contractual relationship complies with applicable statutes or the provisions of this rule should submit the details in writing, for review and advisory opinion.

Nepotism

Employees of the Department are expected to conduct themselves, in regard to the restrictions on employment of relatives, in accordance with the below-cited subsections of Section 112.3135 of the Florida Statutes:

"(2)(a) A public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the agency in which he is serving or over which he exercises jurisdiction or control any individual who is a relative of the public official. An individual may not be appointed, employed, promoted, or advanced in or to a position in an agency if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual . . ."

(b) Mere approval of budgets shall not be sufficient to constitute 'jurisdiction or control' for the purposes of this section."

"Public official" means an employee of the Department in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an agency.

In so far as employment of relatives and nepotism is concerned, "relatives" includes one or more of the following:

Spouse	First Cousin	Son-in-Law	Nephew
Father	Mother	Step-Son	Niece
Father-in-Law	Mother-in-Law	Daughter	Brother
Step-Father	Step-Mother	Daughter-in-Law	Brother-in-Law
Uncle	Aunt	Step-Daughter	Step-Brother
Son	Sister	Half-Brother	Sister-in-Law
Half-Sister	Step-Sister		

Political Activities

Our employees are encouraged to register and vote their preferences during elections. This is an exercise of constitutional rights and citizenship. However, other political activities on your part may be limited while you are employed with the Department. The Federal Hatch Act and Florida Law provide for such restrictions. Should you need information about these laws, ask your Human Resources Office.

You may not take any active part in political campaigns while on duty or during any time you are expected to perform services for which you are paid by the State. You may express political

opinions by wearing badges or buttons, displaying posters, or bumper stickers in or on your privately owned vehicles.

Career Service Employee Grievances

As part of the Service First changes brought about by the 2001 Florida Legislature, a streamlined Career Service employee grievance process was incorporated into law by the creation of Section 110.227 (4) of the Florida Statutes. Directive Career Service Employee Grievance, 250-025-001, implements grievance process in accordance with the statutory requirements.

A Career service employee with permanent status in their current class may file a grievance in writing within seven (7) calendar days following the occurrence of the event giving rise to the grievance. A "grievance" is defined as the dissatisfaction that occurs when an employee believes that any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions, and dismissals are not subject to the career service grievance process.

The Career Service grievance process is a two-step process and grievances may not be appealed beyond step two. It is the responsibility of each employee when filing a grievance to ensure it is filed in accordance with the provisions of the Career Service Employee Grievance, 250-025-001, directive.

Collective Bargaining (Union) Grievances

A grievance under a union contract (for employees covered by a collective bargaining agreement) is defined as a dispute involving the interpretation or application of a specific provision of the agreement as well as a review of specified disciplinary actions.

Certain disciplinary actions against Career Service employees with permanent status in their current class (such as suspension, reduction in pay, and dismissal) are appealable to the Public Employees Relations Commission (PERC), as well as, grievable under the applicable collective bargaining (union) contract. If you are eligible to use either avenue of review, you must decide prior to filing whether you choose to proceed under the Union contract grievance procedure or the PERC appeal process. You cannot use both. Such rights are explained in the final letter of action.

Collective Bargaining Agreements

The Department respects the right of each employee to be a member of a union or be represented by an organization in matters of collective bargaining. The State has specific guidelines to be followed by management, employees, and unions for collective bargaining issues. You should talk with your supervisor, personnel manager, or other authorized departmental representative for further information regarding these guidelines.

If your position is covered by a collective bargaining (union) agreement, you may wish to contact that union or association for a current copy of the current collective bargaining (union) agreement/contract.

Prohibition of Strikes and Other Activities

Employees may not instigate or support a strike against the State or the Department. A “strike” is defined as:

- The concerted failure of employees to report for duty;
- The concerted absence of employees from their positions;
- The concerted stoppage of work by employees;
- The concerted submission of resignations by employees;
- The concerted non-performance of duties, in whole or in part, by employees for the purpose of influencing or coercing a change in the terms and conditions of their employment;
- Participating in a deliberate and concerted course of conduct which adversely affects the operations or services of the Department;
- The concerted failure of employees to report for work after the expiration of a collective bargaining agreement; or
- Picketing in support of a work stoppage.

The term "strike" shall also mean any overt preparation, such as, the establishment of strike funds with regard to the above-listed activities.

Employee organizations, their members agents or representatives or any person acting on their behalf are prohibited from:

- Soliciting Department employees during the work hours of such employees;
- Distributing literature during work hours in work areas;
- Directly or indirectly paying any fines or penalties assessed against individuals for the above violations.

Personal Information Change

If you move, change phone numbers, or have other changes, which would affect records kept by the Department, it is your responsibility to report these changes to your supervisor to ensure updated information is in your file.

It is necessary for the Department to keep your records current, so please keep us informed about changes in personal information.

Leaving the Department

If you decide to resign from your job, you should give your supervisor at least two weeks written notice before your last day of employment. The Department would also like to know why you are leaving. Our exit interview form is designed to help us identify situations, which cause employees to resign. The form is available in the Department's electronic forms system. If you are considering retirement, submit your request at least 90 days prior to the month retirement benefits are desired to be received.

Any property such as, parking tag, identification card, credit card, or telephone card, which has been issued to you, must be returned before receipt of your final salary check. Your supervisor will ask you about these items. If you do not return such items in your possession prior to departure, deductions may be made from your paycheck. Also, it is important for you to contact your credit union about settlement of any outstanding savings and/or loan accounts.

Human Resources Office

The Human Resources Office administers all phases of employment. Some of these functions are recruitment, employment, pay and benefits, classification actions, collective bargaining, grievances, rules, and procedures. Your official personnel file is kept in the Human Resources Office. The staff of the Human Resources Office is available to help you make your employment with us more productive and enjoyable.

Human Resources Office SharePoint Site

The Human Resources Office SharePoint site provides employees with access to a variety of human resources materials. Employees can reference Computer Based Training courses, Personnel procedures, rules, directives, manuals, and policies, an Employee Telephone Search screen, and much more.