

COQUINA WATER CONTROL DISTRICT

EMPLOYEE HANDBOOK

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ABOUT THIS HANDBOOK

This Employee Handbook (“Handbook”) is expressly intended for the use of the employees of Coquina Water Control District (“Coquina” or “District”). This Handbook sets forth basic policies and guidelines for employee conduct and also contains important summary information regarding employee benefits. If you have specific questions regarding the benefits plans described, please refer to the plan documents or summary plan descriptions, or contact the Superintendent.

Unless otherwise specified, the benefits described in this Handbook apply only to regular full-time employees of Coquina. By contrast, the policies outlined in this Handbook apply to all employees – introductory, regular full-time, regular part-time and temporary. In all cases of interpretation of this Handbook, decisions by the Coquina Board of Supervisors are final. Coquina may change or delete any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Coquina handbooks or personnel policy manuals. Employees should contact the Superintendent with questions concerning the contents of this Handbook. As used throughout this Handbook, the use of the article “he” refers to she and he.

ALL COQUINA EMPLOYEES ARE EXPECTED TO FOLLOW THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK. ANY VIOLATION OF THESE OR ANY OTHER COQUINA POLICY, PROCEDURE OR PRACTICE WILL SUBJECT AN EMPLOYEE TO DISCIPLINE, UP TO AND INCLUDING SEPARATION.

EMPLOYMENT AT COQUINA IS AT-WILL. COQUINA MAY DISCHARGE AN EMPLOYEE AT ANY TIME, FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NOTHING WITHIN THIS HANDBOOK OR WITHIN THE DISTRICT’S POLICIES, PRACTICES OR PROCEDURES IS INTENDED TO CREATE A CONTRACT FOR EMPLOYMENT, EXPRESS OR IMPLIED, A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION OR INTERFERE WITH, RESTRAIN, OR PREVENT EMPLOYEE COMMUNICATIONS REGARDING WAGES, HOURS OR OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

INTRODUCTION

Coquina is an independent special district created by Court action pursuant to Chapter 298, Florida Statutes for the purpose of reclaiming the lands within its boundaries for water control and water supply purposes and to protect the land within its boundaries from the effects of storm and drainage water.

Coquina has only those specific powers granted to it by Chapter 298, Florida Statutes. It has no police powers (*i.e.*, zoning authority, land use authority or subdivision approval authority). It is a service provider and is subject to all development requirements of the local government(s) in which it is located. Revenues are generated from special assessments levied against only those lands where service is provided. The special assessments are generally included on the landowners' property tax bills and are collected by the Okeechobee County Tax Collector.

Coquina is located in the northwest portion of Okeechobee County and it is generally known as the "Viking" property.

Coquina is governed by a three-member Board of Supervisors elected by the landowners within Coquina's boundaries. Ownership of each acre or fraction of land thereof entitles the owner to one vote. Each Supervisor holds office for a three-year term. The terms are staggered so that no more than one Supervisor comes up for election in any year. If there is a vacancy on the Board, the remaining Supervisors fill such vacancy until the next annual election, which is held in October of each year. Board Members must comply with the residency requirements as provided in Chapter 298, Florida Statutes.

The Board of Supervisors has not engaged the services of an Executive Director, therefore the Board is responsible for setting and carrying out Coquina policies.

Subject to budgetary limitations, the Board is responsible for hiring, managing, supervising and terminating all Coquina employees.

EMPLOYMENT POLICIES

Equal Employment Opportunity

Coquina is an equal opportunity employer. Even though Coquina is not required to abide by federal, state and local laws and regulations pertaining to equal opportunity, the District is committed to the spirit and letter of all such laws. To this end, Coquina does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status. This Policy extends to all terms, conditions and privileges of employment, as well as the use of all Coquina facilities.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

Introductory Period

The first 90 days of employment for each new Coquina employee is considered to be an introductory period. The introductory period provides a new employee the opportunity to become familiar and acquainted with Coquina. During this time, a new employee's work hours, skills, and general work performance will be evaluated. An employee terminated at any time during this introductory period will be without recourse to review or appeal the termination decision.

Successful completion of the introductory period does not constitute an employment contract for any period of time nor a guarantee of continued employment. Employment with Coquina is at-will.

Categories of Employment

Policies outlined in this Employee Handbook apply to all employees - full-time, part-time, introductory and temporary employees. Unless otherwise specified, the employee benefits described in this Employee Handbook apply only to regular full-time employees.

Introductory Employee: an employee in his/her first 90 days of employment.

Temporary Employee: an employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time of six (6) months or less. A temporary employee may work either full-time or part-time, but is not considered a “regular” employee. Temporary employees are not eligible for employee benefits.

Regular Full-time Employee: an employee whose regular work schedule averages 40 hours or more per week, and who is not on introductory status.

Regular Part-time Employee: an employee whose regular work schedule averages less than 40 hours per week and who is not on introductory status. Regular part-time employees are not eligible for employee benefits unless specifically provided for in this Handbook.

Non-Exempt Employees and Exempt Employees

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”).

Non-Exempt Employees: Non-exempt employees are subject to the minimum wage and overtime provisions of the FLSA and are compensated based on the number of hours worked each workweek. Occasionally, employees may be asked to work overtime on tasks such as, but not limited to, special assignments, routine assignments and/or emergency assignments. If an employee, classified as a non-exempt employee, works more than 40 hours in one workweek, the employee will receive overtime compensation at the rate of one and one-half times his/her regular hourly rate. Employees are not permitted to work overtime unless such overtime is specifically approved in advance by the Superintendent, or required in an emergency.

In the case of emergency overtime, it is the employee’s responsibility to report same to the Superintendent, who in turn is responsible for reporting the information to the Board at the earliest opportunity.

Non-exempt employees may not work from home under any circumstances.

Exempt Employees: Certain administrative, professional and executive personnel are exempt from the minimum wage and overtime provisions of the FLSA and are classified as Exempt Employees. Exempt Employees are compensated on a salary basis and do not receive overtime. While the actual number of hours Exempt Employees work per workweek may vary, it is generally understood that Exempt Employees are to devote whatever time is necessary to perform their duties. It is also generally understood that a minimum of 40 hours per workweek is necessary for adequate job performance. Without exception, work performed at home by exempt employees must be approved in advance by the Superintendent.

Employment Requirements

Coquina may require job applicants, new or current employees to do any or all of the following:

- take job-related tests;
- take a driver's examination;
- provide proof of a valid driver's license;
- take a post-offer physical examination;
- complete a Special Disability Trust Fund form; and,
- participate in pre- and post- employment drug testing.

Driver's License Check

Employees who operate Coquina's vehicles are subject to a driver's license check prior to hire and periodically thereafter.

An employee with a poor driving record will not be allowed to operate a Coquina vehicle. If an employee's poor driving record renders him/her unable to perform his/her job, the employee may be separated.

Criminal Records Verification

Coquina employees and applicants for employment are subject to a criminal records verification.

Special Licenses

Certain positions may require employees to obtain and maintain special licenses as a condition of employment, (*i.e.*, a commercial driver's license). The Superintendent will advise these employees requiring licensing for certain positions. If applicable, Coquina may pay for required special licenses.

Medical Examinations

While employed at Coquina, an employee may be required to submit to periodic fitness-for-duty examinations including drug and alcohol testing.

In every case involving an on-the-job accident resulting in an injury necessitating medical attention or property damage, or in cases of reasonable suspicion that the employee used or has used drugs and/or alcohol in violation of Coquina's policy, the employee may be required to submit to a post-accident, reasonable suspension or fitness-for-duty examination as a condition of continued employment.

Hours of Work

Coquina's workweek begins on Thursday and ends on Wednesday. Although most employees usually work approximately 40 hours a workweek, start and leave times will vary as approved by the Superintendent. The Superintendent will advise each employee of his/her particular schedule. Generally, employees working a five-day workweek are expected to arrive at work no later than 7:00 A.M. and any deviation from these hours of work must be approved by the Superintendent in advance and in writing. Employees are required to devote their working hours to Coquina. Weekend work must be approved in advance by the Superintendent. In all cases, the Board may alter or adjust employees' work schedules to accomplish Coquina's responsibilities and goals.

Work Areas

Each employee may be assigned a specific work area(s) where he/she is to perform his/her job duties. Workstations vary from a single office, to field stations, to field locations that may vary from time-to-time. The Superintendent should be consulted if there are questions with regard to work area(s). To the extent possible, employees should conduct their duties within their assigned work area(s) without deviation. Under certain circumstances, it may be necessary and/or advantageous for an employee to perform some or all of his/her duties at a location other than at his/her normal work area(s). Prior approval must be obtained from the Superintendent in order for an employee to perform his/her duties at a location other than that which has been assigned.

Travel on Coquina Business

From time-to-time, Coquina employees may need to travel outside Coquina's service area in order to perform their duties. Travel outside of Coquina's service area must be pre-approved by the Superintendent and is governed by the requirements of Florida Statutes § 112.061, as may be modified or supplemented by the Board.

Lunch Break

All employees of Coquina are required to take a minimum one-half hour of uninterrupted time as a lunch break each day. The Superintendent will schedule lunch breaks. Employees will not be compensated for lunch breaks.

Notice of Absence

When an employee expects to be absent from work for illness or other reasons, except for a scheduled vacation, the employee is required to contact the Superintendent no later than 15 minutes before the employee's start time. Each employee is responsible for contacting the Superintendent directly to ensure proper notice is provided.

If an employee fails to provide proper notice of absence for three consecutive workdays, Coquina will presume the employee has voluntarily abandoned his/her job.

Failure to provide notice of an absence, as described above, will result in an unexcused absence regardless of the reason. Excessive unexcused absences will not be tolerated.

Resignations and Terminations

Employees should provide a minimum of two weeks written notice of resignation. The written notification will be retained in the employee's personnel file. Resigning employees will be paid for accrued (and unused) vacation leave.

Employees terminated for misconduct connected with work will not receive accrued vacation pay.

Disciplinary Policy and Standards of Employee Conduct

Coquina is a service-oriented governmental agency created to meet certain needs of its taxpayers. It is Coquina's goal to meet these needs in the most efficient and cost-effective manner possible. Coquina expects all of its employees to conduct themselves in a manner which is in the best interests of the District and its employees.

Coquina has established policies and procedures for the convenience and protection of all of its employees. A violation of any of these policies and procedures is considered misconduct and appropriate disciplinary procedures will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warning, written warning, suspension with or without pay and termination. Disciplinary actions are noted in the employee's personnel file. Serious misconduct may result in immediate suspension and/or immediate termination, without notice.

The Superintendent shall recommend, but the Board shall determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. The following is a partial list of examples of misconduct which may constitute cause for disciplinary action, up to and including termination of employment:

- failing to perform tasks in a professional, conscientious and/or efficient manner;

- leaving early without authorization;
- socializing excessively during the workday;
- receiving and making excessive personal telephone calls during the workday;
- taking unauthorized extended lunches, beyond the lunchtime designated by the Superintendent;
- violating Coquina's equal opportunity or harassment policy;
- failing to work overtime when directed;
- supplying false or misleading information when applying for employment or when completing any pre- or post-employment forms;
- possessing weapons on Coquina's premises, while operating or occupying Coquina's equipment or vehicles, and/or while performing Coquina duties off premises;
- reporting to work in an unfit condition, drinking alcoholic beverages during work, using or possessing controlled substances either on Coquina's time or on Coquina's premises or while operating or occupying Coquina equipment or vehicles;
- immoral or indecent conduct; soliciting persons for immoral purposes;
- insubordination, including but not limited to, refusing to obey an order or directive of a the Superintendent;
- disruptive conduct on Coquina's premises: gambling, fighting, horseplay, coercion, intimidation or threats against Board Members, Superintendent or any other Coquina employees; vulgarity; abusive treatment to the public or fellow employees;
- theft or unauthorized possession or removal of property or money belonging to Coquina, employees, or a third party;
- excessive absenteeism or tardiness;
- making or publishing false, vicious, insensitive or malicious statements concerning a Board member, another employee or Coquina;
- falsifying any Coquina record, including time sheets;
- destroying or misusing Coquina property;
- careless, improper or neglectful use of Coquina-owned vehicles and/or property;

- failing to observe safety rules or failing to wear required safety equipment;
- general disregard for the policies set forth in this Employee Handbook;
- falsely stating or making claims of injury (also may result in criminal prosecution for filing a fraudulent worker's compensation claim);
- failing to timely report an injury;
- failing to timely report or notify the Superintendent of activities that are not in Coquina's best interests or jeopardize its ongoing safe, normal, and routine operations (*e.g.*, unauthorized moonlighting, harassment, kickbacks, etc.);
- any other behavior(s) not in Coquina's best interests; and,
- violating any other Coquina rules, policies, guidelines, procedures and/or regulations.

Before a regular employee is terminated, the Superintendent, acting at the direction of the Board, will provide notice to the employee of the reasons for the termination and an opportunity to be heard. If a regular employee is not satisfied with the results of the hearing, the employee may appeal the matter, in writing, to the District's General Counsel who will convey same to the Board within three (3) working days of the termination hearing. The decision of the Board on matters of termination is final.

Harassment

It is Coquina's policy to provide a work environment free of harassment that results in discrimination. Even though Coquina is not covered by applicable law, Coquina will not tolerate any form of harassment based upon an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status. For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this Policy will be subject to corrective action, up to and including, termination of employment.

SO THAT YOU KNOW . . .

Harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior which could be construed as harassment include, but are not limited to, the following:

- degrading any group or class of people;
- assigning less desirable work or working conditions to members of such protected groups based solely on their group membership; or,
- treating protected individuals in a demeaning fashion.

Sexual Harassment is defined as unwelcome physical or verbal sexual conduct where:

- submission to the conduct is either an explicit or implicit term or condition of employment;
- submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior which could be construed as sexual harassment include, but are not limited to:

- explicit or implicit threats to withhold pay increases, benefits or working conditions, unless sexual favors or sexual activity is granted;
- promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- demands for sexual favors or sexual activity of another employee;

- subtle pressure for sexual favors or sexual activity of another employee; or,
- deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature toward another employee (*i.e.*, lewd or lascivious remarks and unnecessary touching, patting or pinching).

WHAT TO DO ABOUT HARASSING CONDUCT . . .

An employee who believes he/she and/or another Coquina employee has been subjected to harassing conduct should immediately contact the Superintendent. A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Employees are required to participate in all District's investigations.

Complaints will be handled confidentially, to the extent possible. The Superintendent or the District's General Counsel has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Superintendent, the District's General Counsel should be notified and he/she will fulfill the investigatory role in this process. The District's General Counsel and the Board shall be notified of all complaints made within 24 hours following receipt of the Complaint.

This Policy applies to all employees of Coquina, as well as any Board Supervisor or agent, who is found to have engaged in unlawful harassment.

No Retaliation or Reprisals

Employees have a duty to report any harassment experienced or observed, regardless of whether the alleged harassment is being perpetrated by a Coquina employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of what he/she perceives to be harassing conduct.

Drug Free Workplace Policy

Coquina is committed to creating and maintaining a Drug-Free Workplace. This Policy applies to all applicants for employment and to all employees in all job classifications.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances, including alcohol and prescription drugs, will not be tolerated during working hours, on Coquina premises or at any Coquina functions. Coquina also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. It is a condition of employment at Coquina to refrain from using illegal drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug-Free Workplace Policy.

Nepotism

Coquina discourages the employment of relatives in any capacity. Under no circumstances will relatives of Coquina employees be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary, promotion or discharge of another relative. Moreover, relatives will not be permitted to work in the same work unit or department. In addition, no employee may hold a position with Coquina while a relative serves on Coquina's Board of Supervisors.

Specifically, in accordance with Florida Statutes § 112.3135, no public official of Coquina may appoint, employ, promote or advance, or advocate for appointment, employment, promotion or advancement, in or to a position in Coquina in which the public official is serving or over which the official exercises jurisdiction or control over any individual who is a relative of the public official. Additionally, no individual may be appointed, employed, promoted or advanced in or to a position in Coquina if such action has been advocated by a Coquina official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual or if such action is made by a collegial body of which a relative of the individual is a member. As provided in Florida Statutes § 112.3135(b), (c) and (d), the following definitions apply:

Collegial Body means a governmental entity marked by power or authority vested equally in each of a number of colleagues, *e.g.*, the Board of Supervisors.

Public Official means an officer, including a member of the Legislature, the Governor, and a member of the Cabinet, or an employee of an agency (*i.e.*, Coquina)

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 such action in connection with employment in Coquina, including the authority as a member of the Board of Supervisors to vote on the appointment, employment, promotion, or advancement of individuals.

Relative for these purposes only, with respect to a Coquina official, means an individual who is related to the official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

Code of Ethics

All Coquina employees are bound by Chapter 112 (Part III) of the Florida Statutes, known as the “Code of Ethics.” As such, Coquina employees may not use their jobs to obtain any special privileges or private gain for themselves or others.

In accordance with Florida law, Coquina employees may not:

- engage in outside employment during their scheduled working hours at Coquina;
- engage in outside employment that interferes with or impedes their job performance;
- accept a retainer, commission, consulting fee, or any other fee arrangement or remuneration without full, written disclosure to the Superintendent;
- initiate, either directly or indirectly (including members of an employee’s immediate family), to borrow from, lend to, invest in, or engage in any substantial financial transaction with a customer, client or supplier of Coquina;
- use Coquina facilities, equipment, labor, or supplies to conduct outside activity or secure a special privilege, benefit or exemption for themselves or another;
- act in their public capacity to buy or rent goods, services or realty from any business entity in which the employee, a spouse or a child serves as an officer or has a material interest; or,

- solicit or accept anything of value with the understanding that their official actions or judgment will be influenced.

Violations of the Code of Ethics include, but are not limited to:

- soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, monetary gift or service;
- misusing the employee's public position to obtain any special privilege, benefit or exemption; or,
- disclosing or using information, deemed not available to the general public, for the employee's own benefit or the benefit of others.

In accordance with Chapter 112 of the Florida Statutes, the following specific provisions apply to employees regarding their standard of conduct in soliciting or accepting gifts:

- (a) F.S. § 112.313(2). Employees shall not solicit or accept anything of value (which includes gifts, loans, rewards or promises of future employment, favors or services) if it is being given with the understanding that the employee's vote, official action or judgment would be influenced by said gift.
- (b) F.S. § 112.313(4). Employees shall not accept any compensation or payment when the employee knows that the compensation or payment is being given in order to influence their vote or other governmental actions.
- (c) F.S. § 112.3148. Reporting Employees and/or Procurement Employees are prohibited from soliciting any gift from a lobbyist who lobbies the reporting individual or procurement employee. Further, to the extent a reporting individual or procurement employee receives a reportable gift (which is a gift having a value of \$100.00 or more) the employee must file a quarterly and annual Gift Report with the Commission on Ethics.

Note: A Procurement Employee is defined as an employee who participates through decisions, approvals, disapprovals, recommendations, preparation of any part of a purchase request, influence as to the content of any specification or

procurement standard, rendering of advice, investigation or auditing or in any advisory capacity involving the procurement of services or commodities when the cost of such services or commodities exceeds \$1,000.00 in any year. Coquina does not presently have “procurement employees.” Reporting Employees are defined as the “Board of Supervisors”.

Performance Reviews

The Superintendent routinely observes employee effectiveness and may periodically conduct performance reviews to evaluate work results. Performance reviews provide employees with an opportunity to talk about their jobs, their performance on the job, and their professional goals. Performance reviews are an evaluation and planning tool for both the Superintendent and employees and do not necessarily result in merit increases, advancement and/or other employment benefits.

Employee performance reviews are conducted annually, upon completion of the introductory period, and as part of a performance-related or disciplinary action. Employees are given a minimum of one performance review a year prior to the fiscal year end. The Board shall review all completed reviews.

Compensation

Each Coquina employee, at the time of hire, is given a salary which in Coquina’s view is commensurate with the employee’s qualifications, experience and the nature of the position. From time to time, compensation adjustments are considered based upon a determination by the Board of Supervisors, budgetary limitations and/or merit as evidenced by performance review(s). The amount and frequency of compensation adjustments are determined by a number of factors, including, but not limited to: job classification, job performance, performance reviews, time elapsed since last adjustment, economic conditions and budget limitations.

Payroll Deductions

Coquina is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much is earned, marital status, government employment regulations, and other factors. Mandatory withholdings

include federal income tax and social security, and any other taxes or deductions required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, Coquina is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. All deductions from an employee's pay shall be in keeping with the requirements of the FLSA. Employees should refer any questions regarding deductions from their pay to the Superintendent.

In addition, Coquina may make other deductions from earnings, *i.e.*, Credit Union contributions, but only with the employee's express, written authorization.

Emergencies and Inclement Weather

Some of Coquina's most important functions occur during emergency conditions. Coquina employees must make themselves available in emergency situations. When possible, the Superintendent will make arrangements for staffing as far in advance as is possible. The Board or the Superintendent has the authority to cancel any leave time scheduled prior to the emergency situation. Specific procedures are outlined in each department. Employees are responsible for adherence to these procedures.

Coquina's Vehicles and Equipment

Coquina provides vehicles and equipment to certain employees for the purpose of conducting Coquina business only. Coquina's vehicles may not be used for personal use. **Only** employees who are on call 24 hours per day may drive Coquina's vehicles to and from work, deviating only for incidental purposes. In all other respects, the drive to and from work is considered an employee's personal obligation.

Use of Coquina's vehicles is governed by the following:

- employees assigned the regular use of a Coquina vehicle are responsible for its day-to-day operation. This includes fuel, oil, water, windshield washer fluid, etc.;
- the Superintendent is responsible for implementing a routine safety check and maintenance program for all Coquina-owned

- vehicles;
- employees assigned a Coquina vehicle are responsible for the vehicle's appearance, both inside and outside;
- smoking in Coquina vehicles is prohibited;
- the Superintendent is responsible for establishing criteria for the routine cleaning of vehicles;
- employees operating Coquina vehicles shall, at all times, wear seatbelts and obey all traffic rules and regulations;
- all passengers riding in Coquina vehicles are required to wear seat belts;
- employees shall immediately report all accidents, traffic citations and violations and/or damage to Coquina vehicles to the Superintendent who shall report all information to the Board;
- in case of accidents and/or damage, the employee must also complete an incident report and may be subject to post-accident drug testing;
- employees operating Coquina vehicles shall do so in a courteous and professional manner; cell phones usage should be curtailed while the vehicle is in motion;
- driving while under the influence of alcohol, drugs or other intoxicating substances is strictly prohibited; and,
- unauthorized use of a Coquina vehicle is strictly prohibited.

Coquina Garage, Tools and Equipment Usage Procedures

Coquina provides the use of its garage, tools and equipment stored therein to Coquina employees on an as-needed basis in the performance of their Coquina duties. Use of the Coquina garage, tools and equipment stored therein is governed by the following:

- when unattended, all doors in the garage shall be closed and locked;
- employees removing vehicles from the garage are responsible for closing and locking the garage door unless specific arrangements are made with another employee who is currently working in the garage area;
- the last employee in the garage shall be responsible for securing

- the building before leaving;
- broken tool(s) and/or equipment must be reported to the Superintendent;
- employees who use the garage building shall be responsible for cleaning up after himself/herself;
- employees shall return all common area tool(s) and/or equipment used in the garage building to its proper location(s).
- broken equipment must be reported to the Superintendent;
- employees must return all tools to where they found them; and,
- entry to, and non-emergency exit from, the garage shall be through the designated entrance only.

Smoking

Coquina is a smoke-free workplace. In compliance with Florida law, no person may smoke in any indoor area or facility of Coquina. Employees are also prohibited from smoking in Coquina vehicles.

Absenteeism/Tardiness

Coquina expects its employees to be at work at the scheduled time each day. Regular attendance is an essential requirement of each and every job.

Coquina will not tolerate excessive tardiness or absenteeism, or unauthorized extended lunches, or unauthorized leaving early.

If an employee fails to provide proper notice of absence for 3 consecutive workdays, he will be deemed to have abandoned his job.

Check In/Check Out

Each employee is required to check in upon arrival at work. This is done by timeclock. If arrival at work involves entering one of the District facilities (*i.e.*, pump station or inspection location), or another location in the field, check-in constitutes notifying the office by radio or telephone.

Each employee is required to check out upon leaving work for the day or portion thereof (*i.e.*, lunch break, personal business, doctor appointment, etc.). Check-out shall be done by timeclock. If checkout involves leaving a location in

the field, checkout constitutes notifying the office by radio or telephone. Employees should contact the Superintendent for more specific check-in/check-out requirements.

Time Sheets

All employees may be required to keep detailed time sheets of their daily activities. Timesheets must be always be completed accurately and timely. Completed time sheets are to be delivered to the Superintendent by or before 3:30 p.m. on Friday of each week for that workweek. Employees should contact the Superintendent for further information.

Each employee is responsible for correctly recording and properly submitting his/her hours of work on his/her timesheet. Employees are not permitted to record another employee's time or let another employee record their time.

Safety

Coquina is committed to providing its employees with a safe workplace. Employees are required to report unsafe work conditions and refrain from performing work tasks if the work or workplace is considered unsafe.

Media Contact

All contact with the media and all questions from the media should be directed to Superintendent.

Internet and Computer/Technology/E-Mail Usage

Coquina may provide computers, printers and other electronic devices to its employees to perform their job functions. These devices and all related materials, including software, are Coquina property and may be used for Coquina business only.

The Internet and Technology provide powerful tools and valuable sources of information pertaining to government, laws, technology, financial information, products and services. However, improper use of Internet/Technology/E-mail services can waste employee time and Coquina's resources. Improper use can also

create embarrassment, diminish credibility and create legal liability for Coquina and the employee. Random Internet browsing or “surfing the Net” are not legitimate business activities, and therefore, are prohibited.

Employees are strictly prohibited from using Coquina-provided Internet/Technology/E-mail services in connection with any of the following activities:

- engaging in personal activities;
- engaging in illegal, fraudulent or malicious conduct;
- working for or on behalf of another employer or organization;
- viewing, sending, receiving or storing obscene, sexually-oriented or defamatory materials;
- annoying or harassing other individuals;
- monitoring or intercepting files or electronic communication of other employees or third parties;
- obtaining unauthorized access to any computer system;
- using another individual’s account or identity;
- attempting to test, circumvent or defeat security or auditing systems of Coquina or any other organization; and,
- distributing or storing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

Employees authorized to use Coquina-provided Internet/Technology services are strictly prohibited from downloading software from the Internet without the Superintendent’s prior written approval. Employees required to update, maintain and/or implement software programs must do so with proper approval and in a timely manner; no Employee may alter, personalize or otherwise rewrite Coquina’s software programs.

Employees should not assume or expect privacy with respect to any activity associated with Coquina-provided Internet/Technology access or service. Coquina may review any computer files, messages or communications sent, received or stored on Coquina’s computer systems or Coquina-provided Internet access.

Employees using Coquina’s computer systems for defamatory, illegal or fraudulent purposes are also subject to civil liability and criminal prosecution. All

data, programs, procedures and work product used to conduct Coquina's day-to-day ongoing business are Coquina's sole property. Employees who access electronic files from remote locations are governed by the terms of this Policy and must return all files and file copies to Coquina at the conclusion of their employment. Any exception to this Policy must receive prior approval from the Superintendent.

Telephone Use

For all practical purposes, Coquina's telephones (including radios, Nextel and other communication devices) are to be used for conducting Coquina business only. Personal phone calls on Coquina telephones should be limited to emergencies or made on the employee's own time (*i.e.*, lunch break). However, Coquina recognizes that each employee has a personal life and there are times when it is unavoidable to make or receive personal telephone calls during the courses of the workday.

With regard to personal telephone use, it is not acceptable:

- for an employee to work on Coquina business while at the same time carrying on a personal telephone conversation;
- for an employee to make and/or receive excessive personal telephone calls during the course of the workday;
- for an employee to charge Coquina for long distance personal telephone or facsimile calls;
- for an employee responsible for answering Coquina's telephones to rely on backups to answer the telephone while the responsible person(s) is on a personal telephone call; or,
- for an employee responsible for answering Coquina's telephones to allow the telephone to ring in excess of 3 times while on a personal telephone call. This applies to the person primarily responsible for answering the telephone and any secondary person(s) serving as backup.

Inventions

Any inventions, processes, and/or data that are created, conceived or designed by Coquina employees, which relates to, or results from, the use of Coquina's premises or property are Coquina's sole and absolute property and must

be immediately disclosed to Coquina to protect its ownership interests.

Moonlighting

By accepting employment with Coquina, an employee agrees to loyally and conscientiously perform the duties assigned to him/her during each workday. Employment with Coquina is expected to be an employee's primary employment. However, it is recognized that an employee's financial situation or professional goals may justify the need for additional employment outside of Coquina (moonlighting). In these cases, employees are permitted to moonlight provided such moonlighting does not interfere with, conflict with, or compromise the performance of employee's duties for Coquina. Employees should seek authorization for moonlighting from the Superintendent. Under no circumstances will an employee perform moonlighting duties during scheduled work hours and while being paid to perform Coquina duties.

Personnel Records and References

Coquina requires employees to keep their personnel records up-to-date. This information will be maintained by Coquina in each employee's personnel file. An employee must promptly notify the Superintendent of changes in any of the following:

- Name or social security number
- Home address or telephone number
- Cellular or Mobile telephone number
- E-mail Address
- Marital status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training

The Board is solely responsible for all employment references regarding current or former employees. This includes requests for income verification as well as requests for information from prospective employers. No other employee is authorized to provide employment references of any kind.

Accident and Injury Reporting

Safety is a vital concern to Coquina. If injured at work or while performing work-required duties off-site, an employee is required to contact the Superintendent immediately to report any injury or, if the employee is unable to make the report immediately, then he/she must do so as soon as possible.

Search and Theft Policy

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Coquina property, Coquina will from time to time conduct internal investigations including inspections, searches and audits on Coquina premises.

From time to time, Coquina may be required to conduct internal investigations pertaining to security, auditing or work-related matters. Coquina may conduct a routine inspection and/or search at any time for Coquina property or Coquina-related information. Coquina may inspect and/or search the following, including but not limited, to: personal property brought onto or taken from the premises; any work, rest or storage areas; and, all Coquina-owned vehicles, desks, lockers, equipment, tools, computers, etc., that are within the employee's possession or control.

A routine inspection and/or search may result in the discovery of personal possessions or those of others. Consequently, employees are discouraged from bringing into the workplace items of personal property they do not want revealed to Coquina. Generally, Coquina will attempt to obtain employee consent before conducting an inspection and/or search, but may not always be able to do so.

Before any property or items belonging to Coquina may be removed from the premises, an employee must obtain authorization from the Superintendent. If an employee becomes aware of theft of Coquina property, the employee should contact the District's General Counsel.

Employee Suggestion and Complaint Procedure

Coquina wants to ensure its employees that suggestions and complaints will be heard. Open communication is always encouraged.

If issues arise, the employee may request a meeting with the Superintendent. An employee should provide the Superintendent with detail and offer possible solutions. The Superintendent will make every attempt to resolve the dispute and respond in writing to the employee with a copy to the Board of Supervisors.

If the employee is not satisfied with the results of the Superintendent's written response, the employee is directed to submit the matter in writing to the District's General Counsel within three (3) working days after receiving the Superintendent's written response. The District's General Counsel shall consider all matters brought to his/her attention pursuant to this policy and all decisions made by the District's General Counsel shall be final.

In the event of a complaint involving the District's General Counsel, another District official will fulfill the investigatory and decision making role of the District's General Counsel in this process.

EMPLOYEE BENEFITS

The following summary descriptions of employee benefits are included for illustration purposes only and are not meant to give the specific details of these benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other Coquina publication and the official policy or plan description, the language of the official policy or plan description controls. Coquina may change or delete any or all of the Employee Benefits at its sole discretion.

For more detailed information about the following benefits as well as the other benefits provided by Coquina, consult with the Superintendent.

Medical Insurance

On the first of the month following ninety (90) days of employment, Coquina offers each regular full-time employee a group medical insurance plan that includes prescription coverage. Currently, Coquina pays 100% of all premiums relating to the employee. Optional spouse and dependent medical insurance is also available, but is not paid by Coquina. Medical coverage and cost information for spouse and dependent is provided to each employee at time of enrollment or from time to time as the plan changes.

Dental Insurance

On the first of the month following ninety (90) days of employment, Coquina offers each regular full-time employee a group dental insurance plan. Currently, Coquina pays 100% of all premiums relating to the employee. Optional spouse and dependent dental insurance is also available, but is not paid by Coquina. Dental coverage and cost information for spouse and dependent is provided to each employee at time of enrollment or from time to time as the plan changes.

Disability Insurance

On the first of the month following ninety (90) days of employment, Coquina offers each regular full-time employee disability insurance coverage. Currently, Coquina pays **[insert applicable percentage]** of all premiums relating to the employee.

Holidays

Coquina observes nine holidays per year plus the day after Thanksgiving and the day before Christmas, for a total of eleven (11) paid holidays:

- New Year's Day;
- Martin Luther King, Jr. Day;
- Presidents Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veterans' Day;
- Thanksgiving Day;
- Day after Thanksgiving;
- Day before Christmas; and,
- Christmas Day

A holiday schedule is published every January for all paid holidays in the calendar year. To receive holiday pay, regular full-time employees must work the day before and the day after the holiday OR be on a pre-approved vacation OR other paid status to receive holiday pay.

Paid Vacation Leave

All regular full-time employees of Coquina are eligible for paid vacation benefits as follows:

Vacation Accumulation Rates:

Length of Service	Accumulation Rate	Annualized Amount
1st year of employment through the completion of the tenth year	1 day per calendar month	12 days per year
Beginning of the 11 th year and each year through the completion of the 15 th year	1 day per calendar month plus 5 days on employee's anniversary date	17 days per year
Beginning of the 16 th year and each year thereafter	1 day per calendar month plus 10 days on employee's anniversary date	22 days per year

Employees must complete six-months of employment prior to taking vacation leave. One day of vacation leave equals eight (8) hours of work time for five-day workweek schedules.

To the extent possible, employees shall schedule vacation leave in advance. Vacation leave must be credited and approved by the Superintendent before it may be taken. Coquina encourages all employees to take their vacations. At the end of each fiscal year, employees may carry forward up to twelve (12) vacation days; any excess vacation leave will be paid out to the employee at the employee's current base rate of pay.

Vacation leave is paid at the employee's current base rate of pay and does not include overtime or bonuses. Upon separation from employment with Coquina, employees eligible for payment of vacation leave will be paid in full for all accumulated vacation leave at the employee's final base rate of pay. Employees separated for misconduct connected with work will not be paid for any accumulated vacation leave. Employees who fail to complete the introductory period will not be paid for accumulated vacation leave.

Paid Sick Leave

All regular full-time employees of Coquina are eligible for paid sick leave. Sick leave is credited at a rate of 1 day per calendar month. Employees may accumulate up to one hundred and twenty (120) workdays of sick leave. All excess sick leave will be forfeited.

Sick leave may be used for personal or family illness, medical appointments and bereavement purposes; vacation leave is to be used for all other purposes. Sick leave for purposes of bereavement is limited to deaths occurring in the immediate family. For purposes of bereavement leave, immediate family includes: parents, child and/or stepchildren, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse or siblings.

During the first thirty (30) consecutive calendar days of sick leave absence, an employee will continue to receive all benefits of employment. Thereafter, an employee out on sick leave will not receive any additional sick leave or vacation leave until he/she returns to work. Upon return to work, the accumulation of sick leave and vacation leave will recommence.

Absences for sick leave may require a physician's note in order for the employee to be paid for the absence and be allowed to return to work.

Should an employee exhaust his/her sick leave, an employee may begin using accrued vacation leave for sick leave.

Sick leave is not payable at separation.

Workers' Compensation

Workers' compensation is provided in accordance with Florida law. Following a work-related injury, an employee is required to return to work as soon as possible. Employees returning to work after being absent under Workers' Compensation will be required to provide a release from the attending physician regarding said employee's ability to return to work.

Jury Duty

Coquina encourages its employees to serve on jury duty. If a regular employee is absent because of jury duty, Coquina will pay the employee's daily wage for a period not to exceed two weeks.

Employees should make arrangements with the Superintendent as soon as a summons is received. A copy of the summons and proof of jury service, including dates and times, should be provided to the Superintendent as soon as possible. Employees are expected to return to work if excused from jury duty during regular working hours.

Unpaid Leave

Coquina recognizes from time to time employees require leave from work for personal reasons. Accordingly, Coquina may grant an employee up to thirty (30) days of unpaid leave. An unpaid leave of absence shall only be granted after the employee has exhausted all available paid leave. If possible, an employee should provide at least thirty (30) days notice of his/her intention to take an unpaid leave of absence.

No benefits accrue during an employee's unpaid leave of absence. While out on an unpaid leave of absence, employees will be responsible for the payment of their own insurance premiums. Upon return from unpaid leave of absence, all benefits of employment will recommence.

If an unpaid leave of absence is due to personal medical reasons, the returning employee must provide a release from an attending physician to the Superintendent before he/she is permitted to return to work. Coquina will make every effort, but cannot guarantee to reinstate the returning employee to the same or equivalent position upon return.

Military Service

Coquina employees who serve in the Florida National Guard, the United States Armed Forces, and the Armed Forces Reserves shall receive those benefits and rights as provided by applicable federal and state laws.

Uniforms

Coquina provides a uniform allowance to all field personnel one time each year. Effective immediately, Coquina's employee uniform consists of a solid color button-down shirt with jeans or heavy duty work pants and boots.

COQUINA WATER CONTROL DISTRICT

RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK

I have received a copy of the Coquina Water Control District Employee Handbook and I understand that it is my responsibility to comply with the rules, policies and guidelines presented in the Employee Handbook.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED IN THIS EMPLOYEE HANDBOOK. I UNDERSTAND THAT THE POLICIES, PROCEDURES AND BENEFITS CONTAINED IN THIS HANDBOOK MAY BE ADDED TO, DELETED OR CHANGED BY THE DISTRICT AT ANY TIME. I UNDERSTAND THAT ANY VIOLATION OF A DISTRICT POLICY OR PROCEDURE WILL SUBJECT ME TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. I UNDERSTAND THAT NOTHING CONTAINED WITHIN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, OR A GUARANTEE OF CONTINUED EMPLOYMENT FOR A SPECIFIC DURATION.

I UNDERSTAND THAT MY EMPLOYMENT WITH COQUINA IS AT-WILL, WHICH PERMITS COQUINA TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE. COQUINA WILL NOT MODIFY THEIR POLICY OF EMPLOYMENT-AT-WILL IN ANY CASE.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of the Superintendent.

Employee Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____