

TABLE OF CONTENTS

PERSONNEL RULES AND REGULATIONS - CITY OF SARASOTA, FLORIDA

Rule 1 – Definition of Terms

Rule 2 – General Provisions

- 2.1 Authority and Purpose
- 2.2 Scope of Rules
- 2.3 Number of Members, Salaries
- 2.4 Violation of Rules – Employee Notice
- 2.5 Amendment and Revision of Rules
- 2.6 Related Federal, State Statutes and Local Ordinances
- 2.7 Severability Clause
- 2.8 Prohibitions and Restrictions
- 2.9 Anti-Nepotism Policy
- 2.10 Veteran’s Preference
- 2.11 Temporary Hiring of City Retiree for Special Services
- 2.12 Solicitation and Distribution of Literature
- 2.13 Personal Property
- 2.14 Bulletin Boards
- 2.15 Intra/Inter-Departmental Mail
- 2.16 Collective Bargaining Agreements-Disclaimer
- 2.17 Special Category Employee
- 2.18 Prohibition of Sexual Harassment
- 2.19 Prohibition of Discrimination
 - Employee Notice Form
 - Off-Duty Employment Permit Form

Rule 3 – Administration

- 3.1 Civil Service Board Composition and Appointment
- 3.2 Board Duties
- 3.3 Board Meetings
- 3.4 Rules of Order
- 3.5 Minutes and Records
- 3.6 Duties of Director of Human Resources
- 3.7 Personnel Records
- 3.8 Personnel Transactions
- 3.9 Risk Management
- 3.10 Class Specifications
- 3.11 Equal Employment Opportunity

Rule 4 - Applications for Employment

- 4.1 Examinations
- 4.2 Examination Types
- 4.3 Open Competitive Examinations
- 4.4 Notice of Examination
- 4.5 Eligibility

- 4.6 Disqualification of Applicants
- 4.7 Conduct of Examination
- 4.8 Review of Examination
- 4.9 Appeal From Results of Examination
- 4.10 Promotional Examination
- 4.11 Non-Competitive
- 4.12 Police Department Applications, Qualifications and Examinations
- 4.13 Re-Examination
- 4.14 Reconsideration of Disqualified Applicants
- 4.15 Disqualification to Take Examination
- 4.16 Waiver of Minimum Entrance Qualifications in Individual Cases

Rule 5 – Eligibility Lists

- 5.1 Purpose
- 5.2 Types of Eligibility Lists
- 5.3 Establishment and Use of Eligibility Lists
- 5.4 Police Department Eligibility Lists

Rule 6 – Certification and Appointment From Eligibility Lists

- 6.1 General
- 6.2 Requisition
- 6.3 Certification of Eligible Candidates
- 6.4 Administration of Competitive Positions
- 6.5 Re-employment Eligibility List
- 6.6 Transfer Eligibility List
- 6.7 Promotional Lists
- 6.8 Open Competitive List
- 6.9 Appointment
- 6.10 Temporary Appointments
- 6.11 Emergency Police Appointments
- 6.12 Full-Time and Part-Time Positions
- 6.13 Administration of Non-Competitive Positions
Personnel Requisition Form

Rule 7 – Personnel Actions

- 7.1 Employment Status
- 7.2 Evaluation
- 7.3 Rejection
- 7.4 Appointment
- 7.5 Extension
- 7.6 Service Date
- 7.7 Promotion
- 7.8 Transfers
- 7.9 Reduction of Salary
- 7.10 Counseling
- 7.11 Instruction and Cautioning
- 7.12 Reprimands
- 7.13 Restriction
- 7.14 Pre-Hearing, Pre-Suspension, Pre-Demotion or Pre-Dismissal Hearing
- 7.15 Suspension
- 7.16 Demotion

- 7.17 Dismissals
- 7.18 Layoffs
- 7.19 Resignations
- 7.20 Discipline Administration
- 7.21 Procedure for Appeal of Suspension, Demotion, Dismissal or Layoff
(for General Employees)
- 7.22 Procedure for Appeal of Suspension, Demotion, Dismissal or Layoff
(for Civil Service Employees – Police Officers)
- 7.23 Name-Clearing Hearing

Rule 8 – Hours of Work and Work Week

- 8.1 General
- 8.2 Allocation of Work Hours
- 8.3 Changes in Work Schedules
- 8.4 Hours of Work and Attendance
- 8.5 Compensation for Hours Worked by Non-Exempt Employees
- 8.6 Overtime (Schedules)
- 8.7 Overtime Exceptions
- 8.8 Overtime Compensation for Emergency Work
- 8.9 Rest Periods
- 8.10 Authorization for Overtime Compensation Form
- 8.11 Ordered Extra Duty
- 8.12 Compensatory Time Off for Exempt Employees
Authorization for Overtime Compensation Form
Compensatory Time Accrual Form

Rule 9 – Attendance

- 9.1 Documentation
- 9.2 Reporting for Duty
- 9.3 Absenteeism and Tardiness

Rule 10 – Holidays

- 10.1 Authorized Holidays
- 10.2 Holiday Clarifications
- 10.3 Compensation
- 10.4 Other Than Normal Workweek
- 10.5 Holiday During Paid Leave
- 10.6 Exclusions From Holiday Pay
- 10.7 Responsibilities of Department Head

Rule 11 – Leave

- 11.1 General
- 11.2 Leaves of Absence
- 11.3 Annual Leave Provisions and Procedures
- 11.4 Military Induction Leave
- 11.5 Military Leave
- 11.6 Accumulation of Annual Leave
- 11.7 Holidays During Annual Leave
- 11.8 Payment for Annual Leave
- 11.9 Sick Leave
- 11.10 Incentive Award Bonus Days

- 11.11 Maternity Leave
- 11.12 Administrative Leave
- 11.13 Personal Leaves From Duty Without Pay
- 11.14 Leaves From Duty With Pay
- 11.15 Request for Leave Forms
- 11.16 Worker's Compensation Absences
- 11.17 Family Medical Leave (FMLA)
 - Request for Continuation of Full Pay Workers' Compensation Form
 - Request for Leave Form
 - Personnel Action Paper (Appointments/Separations)
 - Personnel Action Paper (In-Service Changes)
 - Request for Family Medical Leave Form
 - Certification of Health Care Provider Form
 - City Response to Employee Request for Family Medical Leave Form

Rule 12 – Payrolls

- 12.1 Certification of Payroll
- 12.2 Hourly Basis Employees
- 12.3 Salaried Employees
- 12.4 Unauthorized Leave
- 12.5 Payrolls and Allied Paperwork
- 12.6 Standard Symbols to be Used on Payrolls
- 12.7 Payroll Processing
- 12.8 Exempt Employees

Rule 13 – Employee Performance Evaluations

- 13.1 Types of Evaluations
- 13.2 Evaluation Procedures
- 13.3 Submission
- 13.4 Appeal
 - Employee Performance Evaluation Form General Employees – Non-Exempt

Rule 14A – Employee Review Requests – Police Union Represented Employees

- 14A.1 General
- 14A.2 Purpose
- 14A.3 Procedure – First Step (Supervisor-Discussion/Consideration)
- 14A.4 Procedure – Second Step (Supervisor-Problem Stated in Writing to Supervisor)
- 14A.5 Procedure – Third Step (Chief of Police and Process through Chain of Command)
- 14A.6 Procedure – Fourth Step (City Manager)

Rule 14B – Employee Grievance Procedures – General Employees

- 14B.1 Purpose
- 14B.2 Responsibility
- 14B.3 Definition of a Grievance
- 14B.4 Items Excluded from the Grievance Process
- 14B.5 Procedure – First Step (Supervisor)
- 14B.6 Procedure – Second Step (Department Head)
- 14B.7 Procedure – Third Step Grievance Review Panel

- 14B.8 Procedure – Fourth Step (City Manager or City Auditor and Clerk, for their

- Respective Employees)
- 14B.9 Timeliness
 - 14B.10 Procedural Guidelines for the Grievance Review Panel
 - 14B.11 Role of the Department of Human Resources
 - 14B.12 Decision of City Manager/City Auditor and Clerk, for their Respective Employees, Final

Rule 15 – Position Classification and Compensation Plan

- 15.1 Position Classification Plan
- 15.2 Compensation Plan
- Educational Assistance Request Form

Rule 16 - Service Awards

- 16.1 Purpose
- 16.2 Administration
- 16.3 Presentation

Rule 17 – Smoking and Use of Tobacco Products Prohibited

- 17.1 Purpose
- 17.2 Definitions
- 17.3 Prohibition
- 17.4 Designated Smoking and Tobacco Use Areas
- 17.5 Notice
- 17.6 Enforcement
- 17.7 Smoking and Tobacco Use Cessation Training
- 17.8 Applicability

Rule 18 – Run/Walk/Swim Fitness Program

- 18.1 Purpose
- 18.2 Definitions
- 18.3 Policy
- 18.4 Program Goals and Objectives
- 18.5 Program Organization and Structure
- 18.6 Participation Requirements
- 18.7 Accumulation of Run/Walk/Swim Fitness Program Leave
- 18.8 Run/Walk/Swim Power Tests
- Authorization for Participation in the Run/Walk/Swim Fitness Program/
Physician Authorization/Participant Waiver Form

Rule 19 – Americans With Disabilities Act Complaint Procedure

- 19.1 Purpose
- 19.2 Responsibility
- 19.3 Definition of a Complaint
- 19.4 General Guidelines
- 19.5 Procedure – First Step (Interviewer)
- 19.6 Procedure – Second Step (Department Head)
- 19.7 Procedure – Third Step (Director of Human Resources)
- 19.8 Procedure – Fourth Step (City Manager/City Auditor and Clerk for their Respective Employees)
- 19.9 Role of the office of the Department of Human Resources
- 19.10 Time Frames

- 19.11 Miscellaneous
 - Americans with Disabilities Act Complaint Form
 - Complainant Summary

Rule 20 – Problem Solving Procedure

- 20.1 Purpose
- 20.2 General
- 20.3 Procedure

Rule 21 – Emergency Duty Assignments and Wages

- 21.1 Purpose
- 21.2 Emergency Duty Assignment
- 21.3 Definitions
- 21.4 Wages
- 21.5 Failure to Report
- 21.6 Return to Work