



UNIFIED PERSONNEL BOARD AGENDA

Date: October 7, 2021

Time: 6:30 p.m.

Location: Parks and Conservation Resources – Magnolia Room
12520 Ulmerton Road, Largo, Florida

- I. Citizens to be Heard*
- II. Employees' Advisory Council (EAC) Representative
- III. Consent Agenda
 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held September 2, 2021
Approved
- IV. New Business
 1. Summary and Feedback from Workshop with Appointing Authorities regarding Evaluation Process and Goals for HR Director
Approved goals, forms, September 2020 to December 2021 time frame for March 2022 evaluation, Unified Personnel Board and Appointing Authorities meetings in March and September 2022
- V. Informational Items
 1. Kimberly's HR Update
 2. Action Taken Under Authority Delegated by the Personnel Board
 3. Reformatting for Personnel Rules 4, 6 and 7
 4. Other Informational Items

* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to accommodations@pinellascounty.org at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. More information about the ADA, and requests for reasonable accommodation, may be found at www.pinellascounty.org/humanrights/ada.

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Unified Personnel Board
Pinellas County
September 2, 2021 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 PM on this date in the Magnolia Room at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida.

Present

Joan M. Vecchioli, Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
Paul Rogers
William A. Schulz II

Not Present

Ricardo Davis, Vice-Chair

Others Present

Kimberly Crum, Director of Human Resources (HR)
Jennifer Monroe Moore, Ogletree, Deakins, et al., P.C., Board Counsel
Sitara Coyle, Board Reporter, Deputy Clerk
Other interested individuals

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Vecchioli called the meeting to order at 6:31 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

There were no citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Representative Charles Toney presented the following updates:

- An EAC Delegate meeting will be held on September 23 in the Pinellas Room at Heritage Village at the Florida Botanical Gardens.
- A Joint BCC and Pinellas County Legislative Delegation meeting will be held on September 9; Mr. Toney plans to attend to possibly obtain further information regarding last year's bill pertaining to the proposed change to the Florida Retirement System's pension plan.
- A committee will be meeting soon to review the disciplinary rules under Personnel Rule 6.

In response to a comment by Chair Vecchioli, Mr. Toney indicated that if the committee has any updates regarding Rule 6 for the Board and the Appointing Authorities to consider, he will provide that prior to their workshop meeting on September 22.

CONSENT AGENDA

Ms. O'Shea moved, seconded by Mr. Rogers, that the minutes of the regular meeting held on August 5, 2021 be approved. Upon call for the vote, the motion carried unanimously.

NEW BUSINESS

Continued Agenda Discussion for the Upcoming Workshop

Chair Vecchioli referred to the UPB/Appointing Authorities Workshop Agenda draft document provided in the agenda packet, briefly discussed the proposed items, requested the Board's approval, and responded to queries by the members. She indicated that the agenda will be accompanied by supporting documents, including the HR Director performance evaluation forms and draft goals; whereupon, in response to her query, Ms. Crum indicated that a document pertaining to HR accomplishments was distributed to the members for informational purposes.

Chair Vecchioli requested that Attorney Moore have a discussion with the County Attorney's Office regarding certain personnel rules for exempt employees prior to the workshop. Ms. Crum added that she will provide the Board with a memorandum that the County Attorney's Office produced for the Appointing Authorities with information and their opinion relating to the matter.

Mr. Peluso moved, seconded by Mr. Rogers, that the workshop agenda be approved. Upon call for the vote, the motion carried unanimously.

Fiscal Year 2022 Pay Plan Adjustments

Ms. Crum referred to a memorandum provided in the agenda packet and recommended a 2% increase to the minimum and maximum pay rates of the Classified Pay Plan and the Firefighter Personnel Pay Plan, and indicated that the proposed Fiscal Year 2022 budget includes a 3% general salary increase for County employees. In response to queries by Ms. O'Shea, Ms. Crum related that the increases will become effective in October; and that they are for salary only and separate from employee benefits.

Mr. Peluso moved, seconded by Mr. Schulz, that the proposed increases be approved. Upon call for the vote, the motion carried unanimously.

INFORMATIONAL ITEMS

HR Update

Ms. Crum referred to the HR update document provided in the agenda packet and highlighted the following items, along with other related matters:

- Consultant Brennan Atwood has been promoted to HR Officer for Workforce Strategy, HR Information Systems, and Records Administration Centers of Excellence; Nicki Lanauze has been named the new Wellness Technician; and Tiffany King has been hired to fill the newly created HR Ambassador position.
- The Benefits Advisory Committee (BAC) has reviewed the results of the Benefits Valuation Survey and the Voluntary Benefits Request For Proposal, and the BAC and the Appointing Authorities have approved Aflac as the County's partner for voluntary insurance, which employees can purchase during the annual enrollment period.
- The Wellness staff offered a variety of virtual class opportunities in July and August, and the attendance was higher than in years past; efforts to coordinate onsite flu shot clinics and blood drives continue.
- The County sponsored seven mammogram bus events with over 100 screenings.
- Staff continues to remind employees about the new process for biometric screenings by providing resources through various channels, including email, the Pen, and live and virtual information sessions.
- The Employee Voice Survey closed on August 26 with a participation rate of 78%.

- Work continues on the Oracle (OPUS) system upgrade to integrate systems for greater efficiency during the job application process.
- Pinellas County has hired 99 individuals in the last two months.

Responding to queries and comments by the members, Ms. Crum related that the Employee Voice Survey had an 84% participation rate last year and was open for a longer period of time this year; and that an HR examination of BCC priority positions is in the early phase and includes the position of Building Inspectors; whereupon, Mr. Schulz indicated that he received a letter from a County Building Inspector and will forward it to the members and Ms. Crum.

Action Taken Under Authority Delegated by the Personnel Board

In response to queries by Chair Vecchioli, Human Resources Officer Jack Loring referred to a position revision specified in the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, which was included in the agenda packet, and indicated that there was a request to add responsibilities to the Development Review Services Plans Coordinator job description that was made under the authority delegated by the Board; and that there was no salary change as a result.

BOARD COMMENTS

Chair Vecchioli indicated that the aforementioned workshop will take place in the Clerk's Conference Room, 4th Floor, 315 Court Street, Clearwater, which is smaller than the Magnolia Room, and advised the Board to prepare accordingly, noting that masks are optional; and that there are no plexiglass dividers in the room; whereupon, HR Executive Assistant Peggy Sellards indicated that she emailed the members documents pertaining to the workshop.

ADJOURNMENT

The meeting was adjourned at 7:04 PM.

Appointing Authority Feedback Human Resources Director Annual Performance

Feedback period: _____

Appointing Authority Name:

Appointing Authority Title:

PINELLAS COUNTY HUMAN RESOURCES

VISION: To position Pinellas County Government as a top-choice employer in the Tampa Bay region.

MISSION: Cultivate a diverse, talented, and engaged workforce prepared to effectively serve the citizens of Pinellas County.

VALUES: Earn a reputation as a trusted solution partner through every interaction by demonstrating credibility, fairness, respect, and service.

INSTRUCTIONS

The Unified Personnel Board invites feedback from Appointing Authorities regarding the effectiveness of the Human Resources Director. A copy of the Human Resources Annual Report has been provided as a resource. Appointing Authority feedback will be collected by the Human Resources Department and shared with each UPB member.

This feedback form presents six program areas over which the Human Resources Director is responsible. Each item contains statements established by the Unified Personnel Board describing competencies or strategic goals related to that program area. For each area, use the scale below to indicate your feedback regarding the director's level of effectiveness. This form also contains the option of entering comments for each of the items. These comments may include responses to specific questions and any observations you believe appropriate and pertinent to share with the Personnel Board.

1 = Poor

2 = Fair

3 = Good

4 = Very Good

5 = Outstanding

N/A = Not applicable or Not sure

Please sign and date the form and forward it to Peggy Sellards at psellards@pinellascounty.org by _____ The results will be summarized and shared with Board members prior to their March meeting. The individual forms, accompanying summary, and other agenda materials will be included in the public record.

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Outstanding, N/A = Not Sure

For the rater's convenience, the rating scale appears in the header on each of the following pages.

SECTION 1: BEHAVIORAL COMPETENCIES¹

Considering the competencies listed, please note your score for each category in the space provided to the right of the category heading.

1. Leadership

Rating:

- a. Leadership and navigation – Navigates the organization and accomplishes HR goals; creates a compelling vision and mission for HR that aligns with the strategic direction and culture of the organization; leads and promotes organizational change; manages the implementation and execution of HR initiatives; and promotes the role of HR as a key business partner.
- b. Ethical practice – Maintains high levels of personal and professional integrity; acts as an ethical agent who promotes core values, integrity and accountability throughout the organization.

Comments related to this category.

2. Interpersonal

Rating:

- a. Relationship management – Creates and maintains a network of professional contacts within and outside of the organization; builds and maintains relationships; works as an effective team member; and manages conflict while supporting the organization.
- b. Communication – Effectively crafts and delivers concise and informative communications; and listens to and addresses the concerns of others.
- c. Cultural effectiveness – Values and considers the perspectives and backgrounds of all parties and promotes a diverse and inclusive workplace.

Comments related to this category.

¹ Source: Society for Human Resource Management (SHRM) Body of Competency and Knowledge, 2017.

3. Organization

Rating:

- a. Business acumen – Understands the organization's operations, functions and external environment; applies business tools and analyses that inform HR initiatives and operations consistent with the overall strategic direction of the organization.
- b. Consultation – Works with organizational stakeholders in evaluating business challenges and identifies opportunities for the design, implementation and evaluation of change initiatives; builds ongoing support for HR solutions that meet the changing needs of customers and the organization.
- c. Critical evaluation – Collects and analyzes qualitative and quantitative data; and interprets and promotes findings that evaluate HR initiatives and informs business decisions and recommendations.

Comments related to this category.

SECTION 2: FOSTER AND DEVELOP PROGRAMS FOR THE IMPROVEMENT OF EMPLOYEE EFFECTIVENESS²

1. Benefits and Wellness

Rating:

- a. Deliver benefits programs that meet the needs of Appointing Authorities and their employees
- b. Provide benefits programs that lead to the attraction, retention, and motivation of employees
- c. Educate employees about benefits processes, plans, and annual enrollment information in a clear and timely manner

Comments related to this category.

² Source: Performance Standards – Director of Human Resources, February 24, 2017

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Outstanding, N/A = Not Sure

2. Communications and Outreach

Rating:

- a. Collect, understand, and respond to employee feedback in a timely manner to enhance trust and commitment to the organization
- b. Deliver reward and recognition programs that ensure the attraction, retention and motivation of employees

Comments related to this category.

3. HR Business Partners and Employee Relations

Rating:

- a. Promote the benefits of a diverse and inclusive workforce
- b. Administer a performance management system that facilitates a fair evaluation of the workforce
- c. Deliver training, resources and guidance to support the performance management process
- d. Identify and develop internal talent to meet the short and long-term strategic objectives of the organization
- e. Actively partner with Appointing Authorities to project future hiring needs

Comments related to this category.

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Outstanding, N/A = Not Sure

4. HR Management System and Records Administration

Rating:

- a. Leverage technology to enhance the effectiveness and efficiency of HR services and solutions
- b. Prepare employees to use HR technology solutions

Comments related to this category.

5. Organizational & Talent Development

Rating:

- a. Understand the critical competencies for each role in the organization to support employee development
- b. Deliver learning and development programs that support the short and long-term strategic objectives of the organization
- c. Prepare employees to work with diverse cultures and populations
- d. Deliver high quality programs

Comments related to this category.

6. Workforce Strategy

Rating:

- a. Collaborate with Appointing Authorities to fill vacant positions in a timely manner
- b. Apply an understanding of open positions in order to recruit qualified candidates
- c. Recruit high quality candidates who have the required skills, experience, and capabilities to succeed in the organization
- d. Support managers during the onboarding process to help new employees quickly become active contributors to the department

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Outstanding, N/A = Not Sure

- e. Develop and administer compensation programs that support the short and long-term strategic objectives of the organization
- f. Provide compensation plans that support the attraction, retention, and motivation of employees
- g. Educate employees on the way classification and compensation programs work in the Unified Personnel System

Comments related to this category.

7. Overall Rating

Rating:

Please rate and provide feedback on the Human Resources Director's overall performance.

Comments related to this category.

Thank you for providing feedback.

Appointing Authority's Signature

Date

HR Director Annual Performance Review

Evaluation period: _____ to _____

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Evaluator's Name

PINELLAS COUNTY HUMAN RESOURCES

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INSTRUCTIONS

Each member of the Unified Personnel Board is asked to comment on the performance of the Director of Human Resources. Several resources are being provided in order to assist with this process, including:

- The Department of Human Resources Annual Report
- Feedback from Appointing Authorities regarding the HR Director's performance
- Results from the most recent Biennial Employee Survey

On the following page, please document your assessment of the HR Director's strengths and suggested areas for improvement. You are also asked to provide an overall rating as follows:

Needs Improvement:

The incumbent does not consistently meet the performance expectations and/or demonstrates only a moderate level of proficiency in the required competency. Additional training or commitment is required.

Meets Expectations:

The incumbent consistently meets and may occasionally exceed performance expectations while demonstrating proficiency in the required competency.

Exceeds Expectations:

The incumbent consistently exceeds performance expectations while demonstrating a high level of proficiency in the required competency.

Please sign and date the form and forward it to Jennifer Monroe Moore at jennifer.moore@ogletree.com by _____. The results will be summarized and placed on the agenda for the _____ meeting. The individual forms, accompanying summary, and other agenda materials will be included in the public record.

HR Director Annual Performance Review

Areas of Strength

Suggested Areas for Improvement

Additional Comments for the HR Director

Overall Level of Performance

☐

Needs Improvement

☐

Meets Expectations

☐

Exceeds Expectations

Evaluator's Signature

Date

HR Director Goals

- Stabilize Human Resources Department
 - Determine talent available and recruit for needed skills
 - Ensure our talent is in the right position
 - Provide for consistent interaction, service and support within HR while working hybrid schedules
 - Drive engagement and provide recognition of individual and team celebration opportunities
- Regular and consistent communication with Appointing Authorities
- Regular and consistent communication with Employees' Advisory Committee (EAC) members
- Regular and consistent communication with Unified Personnel Board members
- Investigate Florida Sterling Council Designation
- Engage support to facilitate development of Strategic Plan
- Address HR customer service intake by phone, email and in person. Include our communication vehicles, turnaround times, cross-training, education and support.
- Establish days in the field for HR Director

Benefits and Wellness

- Using the Benefits Valuation Survey, along with the Benefits Advisory Committee, develop benefits offering package with something for everyone, enhancing recruitment and retention
- Provide more education around offerings and services/resources to assist employees in navigating benefits and medical concerns
- Provide a robust slate of wellness offerings that support physical, emotional, social and financial aspects

Communications and Outreach

- Ensure that all HR initiatives are well-coordinated and communicated accurately, timely and effectively utilizing cascading messaging and appropriate change management practices
- Obtain feedback via customer satisfaction/feedback survey instruments and act accordingly
- Coordinate 2021 Employee Voice Survey, including engagement and follow through
- Successfully migrate to the new website in conjunction with the County's website upgrade
- Formalize and expand internship programs across the County
- Continue to provide superior support for all COVID-related issues via the Cross-functional Team

HR Business Partners and Employee Relations

- Support Diversity, Equity and Inclusion County-wide, including evaluation/implementation of affinity groups

- Continue to grow the impact of HR Business Partners County-wide, utilizing “strike team” concept as necessary
- Assist Appointing Authorities in developing and implementing evaluation instruments as well as coaching for performance

HR Information Systems and Records Administration

- Leverage the Oracle upgrade to include full integration and updates to core HR processes, as well as robust metrics available by Appointing Authority
- Measure and improve eligible candidate flow using creative paths for candidates
- Measure and improve time to fill open positions

Learning and Development

- Drive a “learning culture” that supports employee development and supervisory success to improve productivity, creativity, knowledge-sharing and flexibility
- Promote the Tuition Reimbursement Program
- Provide an exceptional onboarding experience for new hires through their initial year of employment
- Re-build a relevant core supervisory curriculum that meets the unique needs of our organization
- Focus on competency-based learning that aligns with business objectives and strategic initiatives

Workforce Strategy

- Enhance recruitment outreach to diverse groups, creating new paths to secure talent
- Support hiring managers during the hiring and onboarding process
- Expand the Hiring Guide



Human Resources

Helping U Succeed

Unified Personnel Board – HR Update October 2021 (September 2021 updates)

Internal Recruitments

- Tiffany King, formerly the Clerk's Jury Coordinator, has been promoted to HR Technician, staffing the HR Ambassador Desk on the first floor of the Annex, providing red carpet service to employees, retirees, new hires, applicants and volunteers.
- Lauren Smith, formerly Customer Service Technician in the Tax Collector's Office, has been promoted to HR Technician in the Workforce Strategy & HRMS area.
- We will be welcoming two new recruiters starting October 4.

COVID-19 Vaccine Incentive Payment and Additional Administrative Leave for Eligible Employees

- The Board of County Commissioners, Constitutional Officers and Appointing Authorities agreed to offer a vaccine incentive payment to encourage vaccination and to provide leave time for certain COVID-19 absences to eligible employees hired after April 1, 2020.
- Communications to all employees began on September 17 and will continue through November 8.
- **Vaccine Incentive Payment of \$750:**
 - The County will provide \$750 to be paid to employees who provide proof of their fully vaccinated status to Human Resources no later than November 8 to be paid in the November 24 paycheck.
 - All employees who are still employed on November 24 are eligible.
 - The payment is taxable income.
- **Additional Administrative Leave with Pay:** Employees who meet the following criteria are eligible for additional paid leave time on an as needed basis:
 - Are fully vaccinated by November 8
 - Test positive for COVID-19 or must quarantine based on CDC guidelines
 - Their position is not eligible to work from home OR their position is eligible to work from home, but are too sick to perform their duties
 - Started after April 1, 2020

Benefits & Wellness

- Four major benefits contracts expire on December 31, 2021:
 - Medical/Employee Assistance Program/Behavioral Health
 - Prescription
 - Dental
 - Medicare Advantage
- We convened a panel of experienced Benefits Advisory Committee members, representing an array of Appointing Authorities.
- The RFP process, contract negotiations, and internal approval levels are complete. Recommendations for each are as follows:
 - Medical/EAP/Behavioral Health to Cigna from UnitedHealthcare
 - Prescription remains with Express Scripts, which is owned by Cigna
 - Dental remains with Cigna

- Medicare Advantage to Aetna from UnitedHealthcare
- Identical plan designs for all contracts and 2022 premiums remain flat
- Important considerations:
 - For Medicare Advantage
 - Same plan, flat premiums and enhanced benefits, like Silver Sneakers, post-inpatient meals and transportation benefits
 - For Medical/EAP/Behavioral Health
 - Low network provider disruption of 1.9%
 - Continuous provider recruitment
 - Transition of Care for those with a serious illness
 - Bundled savings of over \$800,000 plus performance guarantees of over \$600,000
- Cigna enhancements:
 - On-site resources including a customer service/claims representative
 - Whole Body Wellness Platform, MotivateMe
 - 24/7/365 customer service line
 - Single sign-on for employees and one number to call
- We will also be offering voluntary benefits during Annual Enrollment including:
 - Accident
 - Hospital Indemnity
 - Critical Illness
- The voluntary benefits are 100% employee paid and are offered through Aflac. These products provide a lump sum payment to employees who experience one or more covered issues.
- With the assistance of the County Administrator, we gave the Board of County Commissioners a preview of contracts that will come before them on October 12 and asked for their support in starting communications with employees.
 - We have hosted two supervisor Annual Enrollment meetings on Zoom, during which we provided a preview of the upcoming changes for 2022 and reviewed the material employees will see in their sessions.
 - We provided the same information at the EAC Delegate meeting and had a lively and positive Q & A period. Their support is greatly appreciated as we move to share the information with all employees.
 - We will begin employee Annual Enrollment meetings on October 13, having scheduled several through November 5, including early morning, late evening and weekend hours.
- October Wellness webinars include Power Pairing Foods, Breast Cancer Prevention in partnership with Moffitt Cancer Center, and Financial Aspects of Healthcare.
- We continue our communication efforts about the new process for biometric screening in 2021. We hosted information sessions with over 100 employees and supervisors in attendance.

Classification & Compensation

- Consulting with the Appointing Authorities in order to determine the list of eligible employees due to receive the general increase effective October 10, 2021.
- Continuing job analysis efforts with position assessment documents being distributed to seven of the 12 priority groups to date.

Human Resources Management System (HRMS)

- We continue to work on the upgrade for OPUS/EBS and Taleo. The team is partnering with BTS on reporting functionality and product demos.
- Partnering with BTS to develop standard and customized performance management appraisals templates in Taleo.

Organizational & Talent Development (OTD)

- ULearnIT, the County's e-learning online portal, successfully upgraded to a modern, intuitive learner centric platform. Managers/supervisors have dashboards, reports, and the ability to assign content to learners to assist with growth and development. There is now a mobile app for Android and iOS to take learning on the go, anytime, anywhere.
- Created four new learning opportunities including Situational Adaptability, Strategic Mindset, Courage, and Communicates Effectively.

Planning and Performance

- Working with the Clerk of the Circuit Court and Comptroller's leadership team on the development of their upcoming strategic plan, including integration of HR-related objectives into their strategic planning goals.
- Led a coaching session with 9 employees who embarked in a Conflict Dynamics Profile Individual (CDP-I) facilitated assessment and debrief.
- Planning and Performance along with OTD will be part of Strategic Planning Meeting work with the Public Works Department on October 14.

Workforce Strategy

- Workforce Strategy team has implemented a new Recruitment Request Form to streamline the process of advertising new vacancies and tracking outstanding requisitions.
- Processed 377 hires in 2021 to date.
- The onboarding team is set to resume fingerprinting services for new hires on October 1, which will allow new hires to accomplish all of their onboarding tasks at one location during their initial appointment.



Human Resources Director Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **August 15, 2021 through September 25, 2021**.

REVISIONS

Spec No.	Title	PG
01530	Management Analyst	E19
01531	Management Analyst, CV	150
14661	Management Analyst, Sr	E22
18830	Business Analyst	150

PAY GRADE CHANGES

Spec No.	Title	Old PG	New PG
18662	Customer Information Center Specialist 1	C14	C15
18664	Customer Information Center Specialist 2	C15	C16

UNIFIED PERSONNEL SYSTEM

Annex Building
400 S. Fort Harrison Ave., 4th Floor
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.pinellascounty.org/hr



Kimberly R. Crum
Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Kimberly R. Crum, Director of Human Resources *KRC*

DATE: September 30, 2021

SUBJECT: Reformatting for Personnel Rules 4, 6 and 7

Pinellas County Government is committed to ensuring digital accessibility for people with disabilities (see the [Pinellas County Accessibility Statement](#)). In order to make the Personnel Rules fully accessible to people with disabilities, we have made some minor reformatting adjustments to tables such as ensuring there is one header row at the top and no blank rows. These formatting changes allow easy navigation of information for people using a screen reader.

The locations of the formatting change are shown below and detailed in the attachments:

- Rule 4 Time Off - page 1 holiday table/list and page 3 annual leave table
- Rule 6 Discipline - page 3 discipline retention table and guidelines on pages 5-11
- Rule 7 Grievances - page 2 appeal table

Attachments:

- Personnel Rule 4 Time Off
- Personnel Rule 6 Discipline
- Personnel Rule 7 Employee Grievances



Rule 4. Time Off

All forms of accumulated or gained leave shall be exhausted prior to the request and use of leave without pay, except as provided in the Pinellas County Family Medical Leave Act Handbook (FMLA Handbook); in a Declared Emergency as provided in Rule 3; or approved by the Appointing Authority.

A. Recognized Holidays

Eligible County employees will be allowed holiday leave with pay on the following recognized County holidays:

Holiday	Date(s)
New Year's Day	January 1
Martin Luther King Jr. Holiday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

Added the
text in
yellow

If Christmas or New Year's Day falls on Tuesday or Thursday, the preceding Monday or following Friday will also be recognized as a holiday.

If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.

1. Eligibility:

- Regular status employees of the Unified Personnel System.
- Temporary employees with 30 days or more of continuous service.
- For those employees working part-time, holiday pay will be computed according to the ratio that the employee's normally scheduled workweek bears to a 40 hour workweek.
- Airport Firefighters and Fire Lieutenants assigned to a work week schedule of 48 hours will earn 14.4 hours for each of the recognized holidays.

2. Exceptions:

For purposes of this rule, non-pay status shall mean an employee who is not receiving any pay or whose only source of pay is Workers' Compensation or short term disability.

- Employees in a non-pay status for the entire pay period during which the holiday falls will not be eligible for holiday leave with pay.
- Employees receiving Workers' Compensation or short term disability during a week that includes a holiday and who are also in a paid status during that week will have holiday pay prorated pursuant to the rules of those respective benefits.

3. Application:

- a. Classified employees who are required to work the calendar holiday, the observed holiday, or both will be compensated for all hours worked on those days at the overtime rate of pay, regardless of the actual number of hours worked in the week and in addition to being compensated for the County observed holiday at the regular rate of pay. At the discretion of the Appointing Authority, compensation may be in cash or as compensatory time.
- b. In the event a recognized holiday is observed while an employee is on leave with pay, the recognized holiday will not be charged against the employee's accumulated leave and the employee will be compensated for the holiday.
- c. Employees whose standard work day is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard work day unless doing so causes the number of hours in the workweek to exceed their normally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

B. Floating Holidays

Eligible regular status County employees will be allowed floating holidays with pay on dates selected by the employee each payroll year as follows:

1. Eligibility:

- a. After the first year of hire, regular status employees will be allowed two floating holidays with pay.
- b. Employees who have completed 25 years of service will be allowed two additional floating holidays beginning with the next payroll year and each payroll year thereafter.
- c. New hires into permanent positions will be allowed floating holidays based on their hire date from the beginning of the payroll year:
 - Two floating holidays – hire date from beginning of payroll year through April 30
 - One floating holiday – hire date of May 1 through August 31
 - No floating holidays – hire date of September 1 through the end of the payroll year
- d. Airport Firefighters and Fire Lieutenants assigned to a 48 hour work week will earn 17.6 hours for each floating holiday.

2. Application:

- a. Floating holidays for employees with a normally scheduled workweek of at least 40 hours are for eight hours pay, and a prorated number of hours for employees with a workweek of fewer than 40 hours computed according to the ratio that the employee's workweek bears to a 40 hour workweek.
- b. Employees whose standard work day is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard work day unless doing so causes the number of hours in the workweek to exceed their normally scheduled workweek. These additional

hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

- c. Floating holidays must be scheduled and approved in accordance with the Appointing Authority's established guidelines for scheduled annual leave.
- d. Floating holidays must be used during the payroll year in which they are gained.
- e. Holiday overtime provisions do not apply to floating holidays.
- f. Floating holidays may be taken in two hour increments.

C. Annual Leave

Annual leave is provided for the purpose of vacation, personal business, emergencies, illness, medical and dental appointments, and any other reason an employee cannot be present at work.

1. Eligibility:

Annual leave is accumulated in accordance with the following schedule:

Hours of Annual Leave Earned Per Year According to Years of Service

Employee Category	1 – 2 Years	3 – 4 Years	5 – 9 Years	10 – 14 Years	15 – 19 Years	20+ Years
Classified Service and Temporary Exempt Service ^{1 2 3}	120	136	160	184	208	232
Airport Firefighters and Airport Fire Lieutenants ⁴	144	164	192	221	250	279
Exempt Service ^{2 3}	144	160	184	208	232	256

- 1 Excludes temporary Classified employees with less than 30 days of continuous service.
- 2 Partial accumulation of annual leave is authorized for employees who are generally scheduled for less than a 40 hour workweek in a ratio which reflects the direct proportion that the generally scheduled hours bear to a 40 hour workweek.
- 3 No accumulation of annual leave is authorized for any time worked beyond a 40 hour workweek.
- 4 No accumulation of annual leave is authorized for any time worked beyond the 159 hours during the established 21 consecutive work day period.

2. Application:

- a. Up to one year of continuous temporary service immediately preceding appointment to a permanent position will be counted for purposes of seniority in accruing annual leave.

Added the text in yellow, removed the top row, removed border around the footnotes

- b. Having annual leave in one's leave bank does not guarantee that requested time off will be approved. Managers and supervisors may deny an employee's request for time off for business reasons.
- c. Except as provided within the FMLA Handbook or during a Declared Emergency, all annual leave must be expended prior to the use of leave without pay.
- d. Annual leave is not earned when an employee is in a non-pay status.
- e. There is no limitation on the number of annual leave hours which may be accrued.
- f. Advance payment for annual leave is prohibited.
- g. Annual leave must be scheduled in advance according to the Appointing Authority's requirements. Leave not requested and approved in accordance with such requirements will be considered unscheduled and may result in disciplinary action.
- h. When an employee is transferred within the Unified Personnel System the employee's accumulated annual leave will also be transferred and such leave, when taken, will be chargeable to the department to which the transfer was made.
- i. Annual leave will not be earned when used in conjunction with a resignation, retirement or other separation from service.
- j. Payment for annual leave will be made on the regular pay date at the employee's applicable rate of pay when used.
- k. Upon separation, employees shall receive lump sum payment for all unused annual leave up to a maximum of three times the employee's annual leave accrual rate. Such payment shall be made at the employee's regular rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.

D. Extended Illness Leave *(This provision applies only to employees hired before 1995 who have an Extended Illness Leave balance.)*

Accrued extended illness leave may be granted for any absence.

1. Disposition Upon Separation

- a. Upon separation, employees shall receive lump sum payment for 50% of all unused extended illness leave. Such payment shall be made at the employee's base rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.
- b. Payments made pursuant to this section shall not be considered in any State-administered retirement system as salary payments, and shall not be used in determining the average final compensation of an employee in any State-administered retirement system.

2. Disposition for Transferred Employees

When an employee is transferred within the Unified Personnel System, the employee's accumulated extended illness leave shall also be transferred and such leave, when taken, shall be chargeable to the department to which the transfer was made.

3. Coordination with Disability Income Plans

The County offers Short Term Disability (STD) as well as Long Term Disability Insurance. Benefits are governed by the plans in place at the time of disability. An

employee is not eligible for STD benefits until exhausting all extended illness leave. In no event shall an employee receive any combination of extended illness and STD for longer than the employee would have been eligible to receive STD.

E. Personal Day

1. Eligibility:

- a. Employees in permanent positions will be allowed two 8-hour Personal Days in each payroll year, except that Classified employees serving their first year of employment in a permanent position will be allowed a Personal Day based on their hire date from the beginning of the payroll year:

- One Personal Day – hire date from beginning of payroll year through August 31
- No Personal Day – hire date of September 1 through the end of the payroll year

2. Application:

- a. The Personal Day is for eight hours pay for employees with a generally scheduled workweek of at least 40 hours and a prorated number of hours for employees with a workweek of fewer than 40 hours computed according to the ratio that the employee's workweek bears to a 40 hour workweek.
- b. Employees whose standard work day is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard work day unless doing so causes the number of hours in the workweek to exceed their generally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.
- c. The Personal Day may be used in four hour increments.
- d. Employees must notify their supervisor of their intent to use the Personal Day as soon as practicable. The Personal Day will not be considered when evaluating the employee's attendance.
- e. If taken immediately before or after a recognized holiday, the Personal Day must be scheduled and approved in advance in accordance with department requirements for other schedule leave or will be considered unscheduled.
- f. The Personal Day must be used in the payroll year in which it is gained.

F. Funeral Leave

Eligible employees may be granted three days leave of absence with pay in the event of the death of any person residing in the employee's household or any member of the employee's immediate family.

1. Eligibility:

Employees in a permanent position including those in a probationary status.

2. Application:

- a. Immediate family shall mean spouse, child, parent, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepchildren, grandparents, grandparent-in-law or grandchildren of the employee.

- b. At the discretion of the Appointing Authority, additional time may be granted as scheduled leave. The time will be chargeable to any accumulated leave the employee has, or if the employee has no accumulated leave, to leave without pay.

G. Jury Duty and Witness Duty

Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant. Presentation of a summons or subpoena to appear in court is required before such leave is granted.

H. Injury

An employee who has sustained a compensable workers' compensation injury, has not reached maximum medical improvement (MMI) and has returned to work but whose injury necessitates that palliative or remedial care from their authorized physician be continued will be allowed reasonable leave with pay of up to 10 hours per pay period for treatment and travel to and from the authorized physician. Payment for absences beyond a total of 10 hours per pay period will be offset by the use of any accumulated leave.

I. Other Leave of Absence With Pay

Upon approval of the Appointing Authority, other leaves of absence with pay may be allowed if such leave is deemed to be in the best interests of the organization.

J. Other Leave of Absence Without Pay

Upon request of an employee, an Appointing Authority may grant a leave of absence without pay for any reason deemed to be in the best interest of the organization and may require presentation of appropriate documentation in support of such request.

K. Military Training/Duty

Leave of absence for military training and duty will be granted in accordance with Florida and Federal law.

L. Unauthorized Absence

Unauthorized absences from work for a period of three consecutive working days may be considered as the employee's voluntary resignation by the Appointing Authority.



Rule 6. Discipline

A. Applicability and Purpose

This rule applies to employees in the Classified Service.

The purposes of this rule are to establish procedures for administering discipline and to recommend standard ranges of penalties to promote reasonable consistency in discipline. The level of discipline should be dependent on the facts and circumstances surrounding the behavior or performance issue. The impact of the behavior or performance, the totality of the employee's work record, and any mitigating or aggravating circumstances are relevant in determining the level of discipline administered.

B. Authority to Effect Discipline

1. Subject to the grievance and appeal procedures herein, the Appointing Authority or designee shall have sole authority to administer discipline.
2. Any Classified Service employee may be disciplined for just cause. The types of performance and behavior identified in the attached chart are deemed to constitute just cause. Other causes not specifically listed which in the sole determination of the Appointing Authority negatively impact the efficiency, morale, good order, and discipline of the workplace, or the performance of a department, office, or agency may also constitute just cause.

C. Disciplinary Actions

Discipline should be progressive in nature. Progressive means that more severe discipline is warranted if an employee continues to exhibit performance and behavior problems, whether similar in nature or not. Additionally, there are circumstances where a transgression is egregious enough to warrant termination with no prior discipline.

1. Types of Disciplinary Action, in increasing order of severity:

- a. Verbal Warning
- b. Written Warning
- c. Suspension*
- d. Pay Reduction*
- e. Demotion*
- f. Dismissal

*considered the same level of discipline

2. Procedure

The following procedure should be used when administering discipline.

a. Verbal Warnings and Written Warnings

Verbal Warnings and Written Warnings are levels of formal discipline that do not require a pre-disciplinary hearing. However, Warnings should be issued at a meeting with the employee. The meeting is the time to inform the employee of the factual basis for the discipline, explain expected corrective action and deliver the documentation of Warning. The employee shall be allowed to make comments

during the meeting.

Verbal Warnings and Written Warnings will be memorialized in a written document, the Warning, which should be given to the employee at the meeting. The document should include the factual basis for the discipline and the expected corrective action. The document should also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline. The employee shall be required to acknowledge receipt of the Verbal or Written Warning by signing the document.

b. Suspension

Suspension is a period of time off work without pay. Suspensions require a pre-disciplinary hearing. Written notice of suspension shall be given to the employee. The notice shall include the factual basis for the suspension, the length and details of the suspension, and the expected corrective action. The notice shall also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline.

c. Pay Reduction

Pay Reduction is a reduction in an employee's pay rate. Pay Reductions require a pre-disciplinary hearing. Pay reductions shall be limited to a maximum of five percent. Written notice of Pay Reduction shall be given to the employee. The notice shall include the factual basis for the Pay Reduction, the amount and effective date of the Pay Reduction, and the expected corrective action. The notice shall also inform the employee that additional performance deficiencies or behavior problems, whether similar or not, could result in additional discipline.

d. Demotion

Demotion is a change to a position in pay grade for which the maximum pay rate is lower than that of the employee's current pay grade. Demotions require a pre-disciplinary hearing. Written notice of Demotion shall be given to the employee. The notice shall include the factual basis for the demotion, identify the pay grade and pay rate of the position into which the employee is demoted, the effective date of the demotion, and the expected corrective action. The notice shall also inform the employee that future additional performance deficiencies or behavior problems, whether similar or not, could result in additional disciplinary action. Upon such demotion a probationary employee shall serve the balance of his/her probationary period and a regular status employee shall not be required to serve another probationary period.

e. Dismissal

Dismissal is separation from employment. Dismissals require a pre-disciplinary hearing. Written notice of Dismissal shall be given to the employee.

3. Pre-Disciplinary Hearings

Before issuing a Suspension, Pay Reduction, Demotion or Dismissal, the Appointing Authority shall provide written notice of his or her intent to administer discipline and offer the employee the opportunity to discuss the situation at a pre-disciplinary hearing. Such hearing shall be held by the employee's Department Director or that Director's designee. The notice shall include the factual basis for the discipline being considered and the just cause for the discipline and advise the employee of the date and time of the pre-disciplinary hearing.

The pre-disciplinary hearing is the employee's opportunity to be heard on issues related to the proposed discipline. Employees may be represented by a person of their choice at their pre-disciplinary hearing.

Pre-Disciplinary hearings may be conducted in the manner determined appropriate by the respective Appointing Authority.

D. Retention of Disciplinary Documentation

*Add a
header
row*

Discipline actions shall remain active for at least the minimum time specified below:

Type of Action	Minimum Time Active
Verbal Warning	6 months
Written Warning	9 months
Suspension, Pay Reduction, or Demotion	12 months

If the Appointing Authority has determined the problem necessitating the discipline has been corrected by the employee and additional performance or behavior problems have not occurred during the designated time frame, the Appointing Authority may request that discipline actions be inactivated. Even if inactive, all documentation will be retained as a part of the personnel file and available in accordance with Chapter 119, Florida Statutes. The determination of the Appointing Authority regarding inactivation is final.

E. Grievance of Discipline Actions & Appeals of Dismissal

1. Grievances

An employee may grieve disciplinary action, except dismissal, by filing a written grievance in accordance with the grievance procedure specified in Rule 7.

2. Appeals of Dismissal

Except as provided herein, a regular status employee may appeal a dismissal directly to the Unified Personnel Board by filing a written notice of appeal with the Director of Human Resources within 15 calendar days from the notice of the dismissal. An employee serving the initial one year probationary period may not appeal a dismissal.

Human Resources staff may advise the employees and the Appointing Authority of all rights and responsibilities in the appeal procedure but shall not act as a representative or advocate for either.

Conference for Probationary Employees: When incidental to the dismissal of a probationary employee, the Department places in the employee's personnel file any information concerning the employee which might be considered stigmatizing to future employers, i.e., termination for misconduct; and if the employee contends that the information is false, the employee may, in writing, demand a name clearing conference. If such demand is made, the Department shall provide the employee an opportunity to demonstrate the falsity of the information, and the burden of proof shall be on the employee. The sole issue to be determined shall be the truth or falsity of the information alleged by the employee to be false, and the decision shall not necessarily affect the dismissal.

3. Representation

The employee may, if desired, be represented by counsel or lay person during hearings conducted under the provisions of this Rule.

4. Unified Personnel Board Appeal of Dismissal Hearings

Employees appealing their dismissal under this Rule shall be provided a fact-finding hearing before the Unified Personnel Board at which both parties shall have the opportunity to be heard in person, to be represented by lay person or by counsel, and to introduce testimony and evidence. Board Hearings shall be conducted in accordance with the Unified Personnel Board's appeal procedures.

F. Suspensions Pending Judicial Review

When an employee has been indicted or has had an information filed against him or her for a felony, a misdemeanor involving moral turpitude, or any offense in which a conviction would adversely affect the efficiency or morale of the County Service, the Appointing Authority may, in his or her sole discretion, suspend that employee with or without pay until any such charge has been prosecuted to its conclusion. Written notice of suspension shall be provided to the employee.

In the event the suspension is without pay, the employee will be given an opportunity, either orally or in writing to present to the Appointing Authority reasons why the suspension without pay would be inappropriate.

At the conclusion of the charge, if the employee has been found guilty, has pled guilty whether adjudication is withheld or not, or entered a pre-trial intervention or similar program, the Appointing Authority may proceed with termination, in accordance with the procedure in Section 2.

In the event the employee has been tried and acquitted or the information or indictment is quashed or dismissed, the employee may present appropriate documentation to the Appointing Authority and request reinstatement in writing within 15 calendar days of the acquittal or other disposition of the case. This request must be made by delivering the request and documentation to the Appointing Authority. Failure of an employee to request reinstatement from the Appointing Authority within 15 calendar days of the acquittal or other disposition of the case shall be deemed a voluntary resignation of employment. Upon verification that such documentation is genuine and accurate, the Appointing Authority may reinstate the employee with or without back pay.

If the Appointing Authority does not reinstate the employee, the employee may, within 15 calendar days of denial of reinstatement, petition the Unified Personnel Board for reinstatement by delivering a written request for reinstatement to the Director of Human Resources. Failure of an employee to timely file such written request with the Director of Human Resources shall be deemed a voluntary waiver of the employee's right to seek reinstatement from the Unified Personnel Board and will be considered a voluntary resignation. Such resignations shall not be appealable.

Back pay is limited to wages and benefits lost during the suspension period, less sums from all other sources including wages or salary earned and monies received from any and all public assistance and unemployment compensation for the suspension period. The Personnel Board has no authority to grant pay. Only the Appointing Authority may grant back pay.

Disciplinary Guidelines and Disciplinary Action Ranges

Remove the top 2 rows, add the title above the table, add a column title for infraction number

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D1	Substandard quality or quantity of work.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal
D2	Sleeping on the job.	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal	
D3	Failure to perform assigned duties.	Verbal Warning to 3 Day Suspension	Written Warning to 5 Day Suspension	Dismissal	
D4	The employee refused to answer questions from a superior or investigative agency relating specifically and directly and narrowly to the employee's official duties, after the employee had been warned that refusal to answer such questions could lead to disciplinary action and that statements made by employees under such circumstances were inadmissible as evidence in a criminal prosecution.	3 Day Suspension to Dismissal	Dismissal		
D5	Insubordination.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	
D6	Excessive tardiness or absenteeism.	Verbal Warning to Written Warning	Written Warning to Reduction in Pay	Reduction in Pay to Dismissal	Dismissal
D7	Leaving work station without authorization.	Verbal Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal	

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D8	Absence without authorized leave. <i>Note: Unauthorized absences from work for a period of three consecutive working days may be considered as the employee's voluntary resignation by the Appointing Authority and as such may not be grieved.</i>	Written Warning	3 Day Suspension	Dismissal	
D9	Intentional falsification of records.	3 Day Suspension to Dismissal	Dismissal		
D10	Misuse or destruction of property or equipment.	Verbal Warning to Dismissal	3 Day Suspension to Dismissal	5 Day Suspension to Dismissal	Dismissal
D11	Unauthorized use of County equipment or property.	Verbal Warning to Dismissal	3 Day Suspension to Dismissal	Dismissal	
D12	Violation of written rules, regulations, policies or statutes.	Verbal Warning to Dismissal	Written Warning to Dismissal	3 Day Suspension to Dismissal	Dismissal
D13	Negligence resulting in minor consequences.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	Dismissal	
D14	Negligence resulting in serious consequences.	3 Day Suspension to Dismissal	Dismissal		
D15	Unauthorized distribution, solicitation, or sales.	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	Dismissal	

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D16	The employee engaged in a physical fight while on duty.	3 Day Suspension to Dismissal	Dismissal		
D17	<p>The employee is in possession of a deadly weapon on County owned or leased property or in a County owned or leased vehicle at any time, or in a personal vehicle while being used for County business except:</p> <ul style="list-style-type: none"> a. if specifically authorized in advance by the employee's Appointing Authority, or b. With regard to a firearm, is otherwise specifically allowed under Florida Statute §790.251. <p>Deadly weapon means any instrument which will cause great bodily harm or death when used in its ordinary and usual manner. For this infraction, deadly weapons include, but are not limited to: firearms, clubs, knives (other than a common pocket knife with a folding blade or an eating utensil), stun guns, brass knuckles, nunchucks, throwing stars, and other martial arts weapons.</p>	3 Day Suspension to Dismissal	Dismissal		
D18	The misappropriation of County funds, appropriation of County property for personal use, or illegal disposition of County property.	3 Day Suspension to Dismissal	Dismissal		
D19	Violation of County Alcohol and Controlled Substance Testing Policy for Commercial Motor Vehicle Drivers.	Dismissal			
D20	The employee has engaged in conduct unbecoming an employee of the County.	Written Warning to Dismissal	Dismissal		

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D21	Finding of guilty or plea of guilty or <i>nolo contendere</i> to an employment-related first degree misdemeanor, or felony whether adjudication of guilt is withheld or not.	3 Day Suspension to Dismissal	Dismissal		
D22	Finding of guilty or plea of guilty or <i>nolo contendere</i> to a misdemeanor or felony involving moral turpitude, whether adjudication of guilt is withheld or not and whether related to employment or not.	Written Warning to Dismissal	Dismissal		
D23	Finding of a violation of Pinellas County Anti-Harassment Policy after an investigation by the Office of Human Rights or an investigation done at its direction.	Written Warning to Dismissal	Dismissal		
D24	With a reasonable accommodation, the employee is incapable of performing the essential functions of the job position because of a mental or physical disability.	Demotion or Dismissal			
D25	Attempt to use political influence in personnel matters.	Written Warning to Dismissal	Dismissal		
D26	The employee has intentionally falsified a time record or made a false claim for leave, or failed to report absence from duty to supervisors.	3 Day Suspension to Dismissal	Dismissal		
D27	The employee, after employment, is found to have made a false statement in his application for employment.	Written Warning to Dismissal			
D28	The employee's conduct is offensive or antagonistic toward superiors, fellow employees or the public. The actions include but are not limited to verbal abuse, intimidation or the use of profane or obscene language	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D29	The employee's conduct interferes with the proper cooperation of coworkers or impairs the efficiency, morale, good order or discipline of the workplace.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	
D30	The employee required to maintain an active driver's license has had his or her driver's license suspended or revoked; or has failed to report a suspension or revocation to his supervisor by the next scheduled work day immediately following notification of the suspension or revocation; or has driven a county owned or leased vehicle or his or her own vehicle on county business after such revocation or suspension.	Demotion or Dismissal	Dismissal		
D31	The employee whose position requires the operation of a motor vehicle in the performance of their duties, fails to immediately advise of a conviction for violation of any motor vehicle law or ordinance for which more than three points are assessed pursuant to Section 322.27, Florida Statutes, or any conviction under Sections 316.193 or 316.1931, Florida Statutes (driving under the influence).	Verbal Warning to Written Warning	Written Warning to 3 Day Suspension	3 Day Suspension to Dismissal	Dismissal
D32	The employee has failed to obtain or maintain the required certification for their job position.	Demotion or Dismissal			
D33	The employee, whether on or off the duty, has engaged in employment or other activity which is inconsistent or incompatible with his or her assigned duties, functions, or responsibilities, or one that is in legal, moral, or technical conflict with such duties.	3 Day Suspension to Dismissal	Dismissal		

Number	Infraction	First Level	Second Level	Third Level	Fourth Level
D34	That the employee has violated Section 447.505, Florida Statutes, or any subsequent amendments thereto or any other related, applicable Florida Statute, or has induced or attempted to induce, or aided or abetted any employee of Pinellas County to engage in any strike or walk-out against Pinellas County or any organizational department or unit thereof.	Dismissal			
D35	Violation of Pinellas County Statement of Ethics	Verbal Warning to Dismissal	Dismissal		
D36	Failure to perform a reasonable amount of emergency work outside normal working hours when directed to so do by proper authority.	3 Day Suspension to Dismissal	Dismissal		
D37	During employment the employee fails to report to management that he or she was arrested by the first scheduled work day immediately following the arrest.	Verbal Warning to Dismissal	Written Warning to Dismissal	Dismissal	



Rule 7. Employee Grievances

A. Applicability and Purpose

1. This rule applies to employees in the Classified Service.
2. The purpose of this rule is to establish a process through which an employee may seek redress for covered issues relating to his or her employment and to improve employee-management relations through a fair method of resolving problems.
3. When appeal, complaint, or grievance procedures are otherwise established for a particular issue or subject, those procedures shall apply.

B. Non-Retaliation

Employees shall not be subjected to retaliation for using or participating in the grievance process.

C. Time for Grievance

The Appointing Authority shall allow the aggrieved employee reasonable time to consult with the Human Resources Department and participate in the grievance process. However, the Appointing Authority is not required to provide the grievant unlimited work time to prepare or participate in the process. Time approved by an Appointing Authority during normal duty hours shall not be charged against the employee. Except for time at an informal grievance panel hearing, time spent by a grievant outside of the employee's normal duty hours shall not be counted as hours worked.

D. Guidance

Human Resources staff may advise the employees and Appointing Authorities regarding the grievance and appeal process but shall not act as a representative or advocate for either.

E. Covered issues and Level of Appeal Available

A Classified Service employee may grieve:

1. Discipline (verbal warning, written warning, suspension, demotion, reduction in pay);
2. A misapplication of a Personnel Rule or Unified Personnel Board Policy, as applied to the grievant;
3. A misapplication of an established departmental policy, procedure, or rule if that policy, procedure, or rule was approved by the Unified Personnel Board, as applied to the grievant;
4. Formally documented records of performance as determined under the County's prescribed performance management system;
5. Discretionary pay increase decisions.

Level of Appeal Available

Deleted the top row (Level of Appeal) and changed X's in the table to Yes or No

Grievance Issue	Informal Resolution	Step 1: Department Head	Step 2: Informal Grievance Committee	Step 3: Unified Personnel Board
Discipline: verbal & written warnings	Yes	Yes	Yes	No
Discipline: suspensions, demotions, reductions in pay	Yes	Yes	Yes	Yes
Misapplication of Personnel Rule or Unified Personnel Board Policy	Yes	Yes	Yes	Yes
Misapplication of department policy, procedure, or rule (if approved by the Unified Personnel Board)	Yes	Yes	Yes	Yes
Formally documented record of performance	Yes	Yes	No	No
Discretionary pay increase decision	Yes	Yes	No	No

F. Exceptions

- Dismissals are not subject to grievance. Dismissals of regular status employees may be appealed directly to the Unified Personnel Board pursuant to Rule 6.
- Demotions for inability of regular status employees during the first six months after a promotion are not subject to grievance.
- Layoffs and displacements under Rule 5 are not subject to grievance.

G. Procedure for Grievance

Unless appeal, complaint, or grievance procedures are otherwise established for the particular issue or subject, the following procedure applies.

- Filing:** Grievances starting with Step 1 must be filed in writing on the forms provided by the Human Resources Department.
- Timing:** All steps in the grievance process must be taken within the time frames specified.
 - A grievance must be initiated as described within 15 calendar days from when the employee first becomes aware of the aggrieved situation.

- b. Failure of an employee to timely file a grievance or timely initiate any step in the process will result in rejection of the grievance without further action. Such rejection is final.

3. Process:

If the end date falls on a weekend or County holiday, the due date shall be the next weekday.

a. Informal Resolution

An employee is encouraged to attempt resolution for his or her issue with the immediate supervisor or other appropriate level of management in his or her Department before proceeding to a formal grievance. In cases where the issue is not resolved, an employee may, within 15 calendar days of when the employee first becomes aware of the aggrieved situation, start the process at Step 1.

b. Step 1: Department Head

- i. Grievant submits written grievance on the established Human Resources form to the Department Head.
- ii. The Department Head should consider the grievance and discuss it with the employee and other management, if necessary, to reach a decision. The Department Head's decision must be delivered in writing to the employee on a copy of the grievance form submitted by the employee.
- iii. The Department Head's response must be delivered within seven calendar days from the date the employee submits the form.
- iv. If the employee is dissatisfied with management's response, or does not receive a response within seven calendar days of the date the employee submitted his grievance form to the Department Head, the employee may proceed to Step 2 (unless the subject matter is limited to resolution at Step 1).

c. Step 2: Informal Grievance Committee

- i. Grievant files a written request within 15 calendar days on the established Human Resources Department form to appeal the Department Head's decision to the Director of Human Resources. The request must include a copy of the Department Head's response from Step 1. If no response was received, the Grievant must state so in the written request and must attach the form from Step 1.
- ii. Upon receipt of a proper and timely request to appeal, the Director of Human Resources shall convene an Informal Grievance Committee in accordance with established Unified Personnel Board policy.
- iii. The Informal Grievance Committee hearing shall be scheduled by the Director of Human Resources within 30 calendar days from the date grievant files the request to appeal the Department Head's response. Continuances for good cause shown may be granted by the Director of Human Resources.
- iv. The complete hearing shall be conducted in the Sunshine, in accordance with Florida Statute Chapter 286.
- v. The hearing shall be a fact-finding hearing at which both parties have the opportunity to be heard in person, to be represented by lay person or counsel, and to introduce testimony and evidence. Informal Grievance Committee

hearings shall be conducted in accordance with Unified Personnel Board procedures.

- vi. The result of the hearing shall be announced at the conclusion of the hearing.
- vii. The written decision of the Informal Grievance Committee shall be provided to the parties within 10 calendar days from the conclusion of the hearing.
- viii. An employee dissatisfied with the Informal Grievance Committee decision may proceed to Step 3 (unless the subject matter is limited to resolution at Step 2).

d. Step 3: Unified Personnel Board Appeal of Grievance Hearing

- i. Except as provided herein, either party may appeal the decision of the Informal Grievance Committee to the Unified Personnel Board by filing a written notice of appeal with the Director of Human Resources within 15 calendar days of the date of the written decision of the Informal Grievance Committee.
- ii. Failure to appeal within 15 calendar days shall be deemed voluntary waiver of a party's appeal right.
- iii. Unified Personnel Board appeals from Informal Grievance Committee decisions shall be conducted in accordance with the Unified Personnel Board's appeal procedures.



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Representative Meeting Minutes

Pinellas County Extension, 12520 Ulmerton Road, Largo

Wednesday, July 21, 2021, 2:30 p.m. – 4:30 p.m.

Prepared by Maggie Miles

Call to Order

The EAC Representative meeting was called to order at 2:42 p.m. by Chair, Lisa Arispe quorum is present.

Approval of Minutes

- The June 16, 2021, Representative meeting minutes were approved with corrections motion made by, Charles Toney, seconded by, Leena Delli Paoli. Unanimously approved.

HR Update - Kimberly Crum, Director of Human Resources

- Recruitments
 - Vacant Wellness Technician. When filled classes will be offered again
 - HR Technician to be HR Ambassador to deliver red carpet-welcoming service, greet visitors and provide directions for downtown Clearwater campus.
- EBS/OPUS
 - Oracle EBS (OPUS) upgrade coming July 26.
 - EBS means e-Business Suite, referred commonly as OPUS
 - Project will be staged, first upgrade July 26 offers a new look, user-friendly design, and simplified icons.
 - Login and landing page will look different, but no changes to username and password.
 - No changes to most functions (such as timecard and leave requests), and minimal changes for some advanced functions such as project management.
 - There is a dedicated SharePoint site with FAQ's, user guide and contact information for EBS Change Champions available to answer questions.
 - BTS will offer extended hours after update and provide assistance as needed.
 - Flyers are on the table.
- Employee Voice Survey
 - The Employee Voice Survey runs from August 2 to 20.
 - All employees will get a unique survey link in their email on August 2.
 - The online survey is 100% anonymous.
 - You can take the survey on your computer or your smartphone if you have access to your work emails on it.
 - The vendor, Empact Solutions, is conducting information sessions both virtually and in-person. There is a special info session for EAC members tomorrow at the Delegate meeting.
 - Please urge your employees to take the survey.
 - Flyers are on the table.
- Benefits
 - Benefits Advisory Committee: We are holding for the next meeting where we plan to have updates from subcommittees, as anticipate results from the Benefits Valuation Survey.

- The Voluntary Benefits selection process is ongoing. Employees may select these benefits in OPUS during Annual Enrollment in November, to be effective January 1, 2022.
- RFPs: We have entered contract phase for Medical/EAP/Behavioral Health, Dental, Pharmacy and Medicare Advantage. We expect this process to take several weeks.
- Wellness
 - Wellness is offering virtual webinars in July for employees to improve their well-being on men's health, menopause, and retirement planning.
 - Registration opens in July for mobile mammography at multiple locations in August. Flyers on the table. After discussions with AA's, the consensus is that employees are allowed to participate in events like the mammography van, so long as they are by appointment, a defined time and don't interfere with operations.
 - There will be virtual and in-person tobacco cessation classes starting August 10.
 - Please remind employees that there is an improved process for biometric screening in 2021. We have a variety of helpful resources on the website with step-by-step instructions including a video demo, help guides, and FAQs. Flyers on the table.
- Organizational & Talent Development
 - Virtual Education Fair will be held July 28 from 11 am to 2 pm. There will be up to 10 colleges and universities participating including St. Petersburg College and USF. You can also get info about the Tuition Reimbursement Program which can provide up to \$2,800 per fiscal year. Flyer is on the table.
 - Learning Hero Survey reveals top 5 items employees want to hear more about: Learning Paths, Competency Framework, HR OTD SharePoint site, ULearnIT, and the Certified Public Manager program.
 - Action plan includes 20-minute Learning Bursts (short, snappy, and memorable) on each topic and monthly email blasts with a compelling call to learning action.
 - Customized workshops on the rise with 12 completed and 7 more in the works. Serving: Clerk Court Records, Code Enforcement, Human Services, Public Works, Tax Collector, and Utilities reach out to Audrey for more info.

Q. Voluntary Benefits status **A.** Kimberly Crum, RFP in the works expect to be ready for November. Appointing Authorities looking forward to meeting with EAC on Monday, July 26, in Clerk's conference from 4-5pm.

Committee Updates – none

Old Business

- EAC/AA Meeting Agenda
 - Possible Agenda Topics discussed
 - Advocate when an employee has a disciplinary action most (AA decides) do not get the cost of living raise (general increase), if increase was not all COLA then adjust period.
 - 6 to 8 months no pay, no unemployment, Personnel Board does not have authority over back pay
 - Not guilty overturned should get 75% of their payback. If guilty and penalty was too severe 50%
 - Double jeopardy/severity needs to be discussed; does attack your pay
 - 120 days compensation
 - Use of county attorney verses an advocate unfair discourage volunteers
 - Wording/Verbiage in appeals process when still employed unclear so employees understand better
 - Unpaid admin leave/verses Termination not everyone wants an appeal

- Should be a step process for employees on probation, should seek input from direct management instead of high level who does not work with the employee everyday
- FACE reviews should be looked at in reference to disciplinary actions
- Benefits Committee – topics joint meeting for 5 years - paid parental leave to new parents, merit pay, 12 weeks paid leave under FMLA, Kimberly Crum plan design will be discussing. BAC makes sure you have a voice. Kelly Faircloth benchmarking data is being researched and gathered, more information to come and will be shared.
- Would like data to be shared so EAC will know process is being made
- Additional holiday for June 19th
- Remote work
- Tuition reimbursement increase
- Stipend or reimbursement for use of personal phones, pics required from supervisors. In addition, storm event information sent to personal phones
- Bullying policy complaints are handled by Human Resources, harassment complaints are handled by Office Human Rights; discussion ensued
- Kimberly Crum bullying complaints since Jan 2019, 12 cases. Are interviews for managers and employee independent?
- Advocate not brought in until disciplinary action has been handed out.

Q. Performance evaluations has Maria Ciro, assistant HR director, come up with any new suggestions? **A.** Kimberly Crum, nothing new, business partners working with AA that have evaluations in place or want to create them on-going initiative.

- Maria Ciro, assistant HR director working on key initiatives, oracle upgrades and workforce strategies. Will start on performance evaluation in coming months.
- Rodney Marion employees were surveyed about performance who report to BCC and we also met with supervisors. We started with Public Works on core competences working toward merit increase system. The upgrade slows us down once the Oracle upgrade in place, question is do we use Oracle or create another performance system. Kimberly Crum is also working with all AA and Rodney on this initiative. More to come.
- Final Agenda Topics for EAC/AA Meeting
 - Advocacy concerns /suggestions - Tami
 - Process on performance evaluations - Charles
 - Remote working policy/paid parental leave – Bill
 - Tuition reimbursement – Christopher and paid parental leave - Bill
 - Holiday for Juneteenth June 19th – Clarethia

New Business - None

Adjourned

Bill Gorman made a motion to adjourn at 4:45 p.m., seconded by Chris Steiermann.

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Lora Kyle-Woodall	Leena Delli Paoli
Katiah Fitzpatrick*	Henry Gomez	Bill Gorman	Clarethia McClendon	Tami Maloney
Maggie Miles*	Kevin Connelly*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting. (R) Remote Attendance



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

Approved by the EAC

Employees' Advisory Council – Delegate Meeting Minutes

Heritage Village, 11909 125th Street N., Largo

Thursday, July 22, 2021, 8 a.m. – 10:00 a.m.

Prepared by Maggie Miles

Call to Order/Pledge

The EAC Delegate meeting was called to order at 8:00a.m. by Chair, Lisa Arispe.

Impact Solutions – Employee Voice Survey Presentation

- Voice survey makes a difference, Elizabeth from Impact, CEO Employee Voice Survey
- Appointing Authorities would like to know how you feel we need participation. Impact is managing the project it is anonymous who will you be rating: your supervisor, your work group, your department division your executive leadership (AA).
- Satisfaction, Engagement, Retention, Workplace culture, Communication, Credibility, Camaraderie, Fairness, Recognition
- Survey Runs from Aug 2 through Aug 20
- Each employee will receive an email from Impact Solutions, complete during work hours
- This is your opportunity to share your experience
- Your feedback matters and helps shape a great workplace for all employees
- It is anonymous Impact Solutions is the third-party gatekeeper for all response data
- No individual responses are delivered
- No individual responses will dissemble reports
- Groups smaller than 30 will be grouped with another group
- Demographic data will be collected and will be shared on a broad level
- 60 questions (5 sub-groups) plus optional questions
- Accomplishments from 2019 will be published in July Pen and on Employee Voice web page
- How long will it take to complete? About 10 minutes, there are some open-ended questions for you to write in response.
- Automated reminders will be sent
- Once you start you cannot go back
- Employee Engagement goal is 85%
- Weekly report on progress will be given to HR and business partners will send info to directors
- If you have issues, contact Impact directly empactsolutions@outlook.com
- Once you submit answers you cannot change them
- Questions are similar to the 2019 survey
- Make sure each employee uses their individual links
- Impact will report results to each Appointing Authority
- If you have issues you can contact Impact directly
- Trends and analysis are followed; if this is a trend, this is a concern and will be forwarded to AA
- Executive summary will be given to HR once complete
- Will not identify a person
- Comments will be received and generalized
- HR will investigate data if alarming

- Kimberly Crum if a particular employee and an issue with manager. We need to ensure employee who have issues with management are heard. Rodney Marion issues will be addressed on a broader scale it will get there but not as direct, trust issue.
- Concerns will be captured by one analyst
- If email is deleted by accident, reach out to Empact for another email
- All questions are not mandatory
- If I have computer issues, who do I contact? Empact (POC)
- Countywide trends will be posted in PEN
- In October AA will receive report
- You must hit submit button, and you will receive a confirmation email, if you do not contact Empact
- Info sessions start today through August, questions are permitted before and during the sessions

HR Update Kimberly Crum, Director of Human Resources

- Empact was chosen from RFP process, flyers have a lot of info, AA want to hear from you, please complete survey
- Will resume visits to different department
- HR recruiting HR Ambassador for front office red carpet service to assist with information and Wellness Technician for classes
- Oracle EBS upgrade starting Monday no upgrade since 2010, new screen will have tiles for leave off and timecards your username and password are the same, flyers available
- EAC/HR working on Voluntary Benefits to be available at Annual Enrollment starts Jan 1
- Virtual Wellness seminars available, Men's health, Menopause, Retirement planning, Financial well being
- July 28 from 11-2 Virtual Education Fair, flyers available
- New Assistant HR Director Maria Ciro has been hired

Q. Will Oracle upgrade affect financials **A.** Yes eventually, Finance, purchasing and HR, homepage looks different but once inside things are currently the same next iteration Oct-Jan

C. Virtual classes appreciation for the flexibility

Q. What is the feeling around remote work? **A.** KC mixed feelings, some services impacted, some are not, on-going discussion. RM survey reveals remote is popular want to make available, some managers leery, a lot of discussion next couple weeks. For BCC a lot of variables must be considered such as, computer issues, we are consistently working with BTS. RM HR voice survey very important

Q. gaps in county between classified/exempt accountability for both and set a standard. Don't be afraid to speak up reach out and speak your mind **A.** RM we need to know when there is a problem multiple level meeting one suggestion. It will happen eventually.

Q. Exit interviews/follow-up **A.** KC. Exit survey is provided for persons leaving county. Ralph Reid survey is sent out to JV, exit interview sent out one month later response is low. Stay interview for employees 3 years or less third of response KC new upgrade applications will feed into oracle upgrade.

C. Gender identity is an invisible challenge, county what's going on in regard to this topic awareness. KC challenge accepted, learning and growing.

Q. Tuition reimbursement cap increase from? **A.** KC BAC sub-committee discussion on ways to increase, some peers have escalation clauses, we are looking at it.

LA feel free to contact EAC with concerns and questions voice for 3000 employees that's why we are here to serve you. Merit increase we will not give up, will continue to explore possibilities. Voluntary benefits are going through RFP. EAC will be meeting with AA on Monday July 26. Paid parental leave and tuition reimbursement will be discussed.

- Next meeting will be in Sept and Nov

Open Discussion - none

Adjourned

Meeting adjourned at 9:28 a.m., by Lisa Arispe

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Lora Kyle-Woodall	Leena Delli Paoli
Katiah Fitzpatrick*	Henry Gomez	Bill Gorman	Clarethia McClendon	Tami Maloney
Maggie Miles*	Kevin Connelly*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



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Approved by the EAC

Employees' Advisory Council & Appointing Authorities Joint Meeting Minutes

Utilities Building, 14 S Ft Harrison, Fourth floor, Clearwater, FL

Monday, July 26, 2021, 3:00 p.m. – 4:00 p.m.

Prepared by Katiah Fitzpatrick

Call to Order

The EAC Representative & Appointing Authorities Joint Meeting was called to order at 3:00 p.m. by EAC Chair Lisa Arispe.

Introductions:

EAC Representatives, Appointing Authorities (AA's) and others in attendance introduced themselves.

Discussions

Charles Toney, June 19th

Charles asked if the new Federal Holiday, June 19th, will be considered a county holiday.

The Appointing Authorities said that this will be a discussion at the Appointing Authorities meeting proceeding the EAC/AA meeting. No final answer was given at this time.

Working Remotely, Bill Gorman

Bill asked the Appointing Authorities if working remotely permanently has or will be considered? Bill asked how working remotely has been working for each, inquiring on the pros and the cons of working remotely.

Ken Burke stated that each appointing authority has discretion to allow their employees to work remotely. Ken also stated that from the Clerk's perspective he does not foresee the Clerk's Office working remotely permanently any time soon. There are many variables with working from home, i.e. Taxes and worker's compensation.

Barry Burton stated many issues occur when working from home. For example, an employee's accountability of their production within their area. With accountability comes evaluations. It makes it difficult to evaluate an employee's performance with working remotely.

Chris Steiermann, Tuition Reimbursement

Chris presented the notion to increase tuition reimbursement for employees. Stating that though it is generous, it does not cover much of what higher education cost today. There are other counties that offer to pay up to 80% of tuition (i.e. Manatee County pays 80% of USF-Manatee tuition).

Barry Burton that the county needs to look at the cumulative costs of paying employees tuition.

Bill Gorman, Paid Parental Leave

Bill asked the Appointing Authorities if there will be any discussion about both the father and the mother receiving paid parental leave, separately.

Kimberly Crum (Human Resources) stated that this is still under discussions. A final answer can not be given at this time.

Charles Toney, Progress Performance Evaluations

Charles asked about the progression in moving forward with merit increases considering it has been talked about for a few years now.

Barry Burton says it is a difficult and tedious process to perfect an evaluation for each area within the county that targets each department individual employees responsibilities. Conversation have been continuous and will still be talked about.

Tami Maloney brought up that employees can be punished monetarily with disciplinary action for poor performance but is not rewarded monetarily for good performance. This in turn results in adverse effects and poor moral.

Ken talked about within the Clerk's Office, the Court Assistance Department has been given the opportunity for what can be seen as a career later. This means the Court Clerk's in that department may learn all five areas of their department and receive a one time, 4% pay increase.

Tami Maloney, Advocate Concerns/Suggestions

Tami talked about how difficult it is to receive volunteers for the Advocate Program. Many people who would consider applying fear that it may affect their opportunities for career growth. That a "grudge" may/ could be held against an advocate if they advocate for an employee in a department they may/want to advance to. Also, that advocating for an employee in front of the personal board and the county attorney who has much experience, it is extremely intimidating when in the hearings. Tami also suggests that Appointing Authorities should be advertising to their employees the opportunity to have an advocate given to them during the appeals/disciplinary process.

Lisa Arispe mentions that management may reach out to HR or County Attorney to guide them through the disciplinary process, even as far as to help them write the narrative for the discipline and an employee does not receive such services. Employees have an advocate whereas management has a Board-Certified attorney.

Tami also brought up that during the grievance process, employees are allowed to have an advocate in the room but is not allowed to ask any questions.

Ken Burke said that he agrees that the grievance process should be looked at. Managers and supervisors should be trained correctly and be knowledgeable of the grievance process. He agrees clarity for all employees of the county is necessary.

Kim Crum stated that Human Resource does not practice retaliation.

Adjourned

Meeting adjourned at 5:10 p.m.

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Lora Kyle-Woodall	Leena Delli Paoli
Katiah Fitzpatrick*	Henry Gomez	Bill Gorman*	Clarethia McClendon*	Tami Maloney*
Maggie Miles	Kevin Connelly*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting.



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Employees' Advisory Council – Representative Meeting Minutes

Pinellas County Extension, 12520 Ulmerton Road, Largo

Wednesday, August 18, 2021, 2:30 p.m. – 4:30 p.m.

Prepared by Maggie Miles

Call to Order

The EAC Representative meeting was called to order at 2:34p.m. by Chair, Lisa Arispe quorum is present.

Approval of Minutes

- The July 21, 2021, Representative meeting minutes, postponed to next month
- The July 22, 2021, Delegate meeting minutes, postponed to next month

EAC/Appointing Authority Meeting Review

- Overall, good session, presenters did a great job.

Personnel Board Meeting August 2021 – nothing reported

HR Update - Kimberly Crum, Director of Human Resources

- EAC/AA meeting went very well; very impressed with presenters; very productive meeting
- Items from AA meeting HR will be working on – Discipline, training for supervisors, what discipline is or isn't, and attitude towards discipline. More to come in the near future
- Internal Recruitments –
 - New Wellness Technician, Nicki Lanauze, starts on 9/7/2021.
 - Finalizing position for HR Ambassador position this week, who will provide red carpet service to employees, retirees, new hires and applicants.
 - Finalizing selection of the HR Officer for Workforce Strategy, Human Resources Information Systems (HRIS) & Records Administration Centers of Excellence.
- Benefits –
 - Benefits Advisory Committee (BAC) scheduled for next week to go over the results of the Benefits Valuation Survey. We will subsequently schedule meetings with all subcommittees.
 - Responses for Voluntary Benefits are expected by end of month. Employees may select these benefits in OPUS during Annual Enrollment in November, to be effective January 1, 2022.
- Wellness -
 - Various virtual opportunities in July and August including COVID-19: Preparing for Return to School, COVID-19 Employees in a Heightened Emotional State, Building Immunity, Dementia Awareness, Cooking – Foods That Improve Immunity, Financially Fit Kids, Garden4Life: Pollinator Gardening, and Healthy Lifestyles presented by Moffitt Cancer Center.
 - The County hosted 6 of its 7 mammogram bus events, with one additional event at the STAR Center at the end of August. When complete, we will have provided over 100 screenings.

- Fit Kids, Garden4Life: Pollinator Gardening, and Healthy Lifestyles presented by Moffitt Cancer Center.
- We continue to remind employees of the new process for biometric screening in 2021. Helpful resources provided on the website with step-by-step instructions including a video demo, help guides, and FAQs. Additionally, supervisors will receive guidance on encouraging and assisting their staff. In September, employees will be able to attend live information sessions.
- In partnership with Wellness Champions, Wellness is coordinating onsite flu shot clinics at 8 County locations to be held in late September and early October. Vaccinations are at no cost to employees on the County plan. Employees not on the County plan are welcome to take advantage of the clinics as well.
- Five County locations host OneBlood Blood Drives, which are shared in *The Pen* and *To Your Health* newsletters.
- To provide as many opportunities as possible for employees who attest to tobacco use at Annual Enrollment, both virtual and onsite tobacco cessation programs are available.
- Classification & Compensation -
 - Preparing for pay range adjustments and implementation of the fiscal year '22 general increase.
 - Conducting positions audits as part of our project to examine over 300 BCC priority position audit requests.
- Communications -
 - The 2021 Employee Voice survey is in progress:
 - The survey closes on August 20.
 - As of August 16th, at 12 pm, 1892 employees completed the survey.
 - A reminder email will go out from Empact Solutions on August 19 to those who haven't taken the survey.
- We are doing extensive communications outreach regarding the biometric screening and health survey, with an emphasis on the new and improved process for the biometric screening. Resources are found online at www.pinellascounty.org/hr/biometric and include FAQs, cheat sheets, videos and help guides.
- Partnered with the Pinellas County Schools and hosted 4 high school student interns through the School's Summer Acceleration Program. The students contributed 560 hours in 7 weeks at South Cross Bayou Advanced Water Reclamation Facility.
- Human Resources Information System (HRIS) and Records Administration -
 - Ongoing participation as key stakeholders in the Oracle (OPUS) EBS 12.2 Upgrade Project, along with Communications staff.
 - The first upgrade has been rolled out and there have been no major problems encountered.
 - There is a dedicated SharePoint site with FAQs, user guides, videos and contact information for Change Champions who are available to answer questions.
- Organizational & Talent Development (OTD)
 - Business Writing is back on August 26th and September 14th (virtual instructor-led) to explore the golden rules of writing.
 - A CityWorks iPad Essentials learning opportunity starts next week, couple dozen at a time - touching up to 300 employees.
 - Exciting news on September 1st, our online learning portal ULearnIT, will be getting an update. Watch for upcoming communications to learn more.

- To date 67% have completed Voice Survey

Q. Voluntary Insurance Benefits when will we know who was selected and the cost? **A.** Kimberly Crum we will see the information for the first time and the end of the month, participation from BAC will be requested to review the information, meet my end of August.

Q. Healthcare package for sheriff retirees of 25 years of service benefits will remain the same as an active employee, is the county looking to implement something similar for employees of 30 years? **A.** Kimberly Crum many variables to consider; will research

Q. Will benefits increase next year **A.** Kimberly Crum we do not know as of yet, more to come in the next 30-60 days.

2021 EAC Elections

- Rep's up for re-election Henry, Randy, Leena, Chris, Clarethia, Maggie, and Lora. Article upcoming in the PEN. Discuss next meeting

HR Director Review Process

- Kimberly Crum will be done later in the year. Lisa Arispe has to be done in person to eliminate discussion put thoughts down on the form and bring to meeting. Complete form and send it in instead of having an open discussion. For HR Director review per Personnel Board the EAC has an input how can we make the process smooth. How impactful is our combined statements compared to the other AA what weight does it have? Paul Rogers and William Schultz reps from United Personnel Board. This way we have the chance to reach out to our delegates plus put our personal beliefs down and complete form and send to Lisa and she will compile on one form and bring it to Board. Discussion ensued. Carole Sanzeri, county attorney office, stated as long as no changes are made to form.

Review/Discussion Personnel Rule 6

- Sunshine law applies. See how the rules are affecting employees. Advocates use more often somethings need to be improved. Second look changes to some of the material. Date to meet and HR will provide a rep., established committee to review Rule 6. Send any concerns to Lisa Arispe. Rule violations, need to be clarified a lot of gray areas. Discussion ensued.

Legislative

- 2022 Legislative Session will meet on September 9th from 9:00am to 12:00pm at the St. Petersburg College, Seminole Campus, Digitorium.
- Open for comment from public
- Charles Toney as applied to speak in regard to the FRS Senate Bill, with potential changes in eliminating the pension side of the pension side and keep investment side. Discussion ensued. Although, bill died and there was no companion House bill, we should be on alert.

Open/Round Table Discussion

Q. Any plans for another shut-down due to the heightened COVID-19 numbers; employees are concerned. **A.** Kimberly Crum, last AA meeting significant discussion around it, AA consistent to treating people like adults, so they can make informed decisions for them and their families by following CDC guidelines.

Discussion ensued. Wastewater treatment facilities are being tested for COVID levels provides more accurate information. Disclosures about COVID positives and exposures, employees should be notified by email. Kimberly Crum close contacts notifications are made. Maria Roberts employees should take universal precautions, recognize potential risk, and follow CDC guidelines. HR available

and cross functional teams appointed by AA in place will discuss COVID and concerns. Information provides peace of mind; a simple email would work, Charles will send sample to HR. Is there any information on how COVID has affected Pinellas County Government? Maria Roberts some overall info is available, but not employee specific regarding testing. Wastewater testing since new Delta variant is very high. New employee (4 months) did not have enough time had to quarantine without pay. New employees should receive some COVID time until negative test. Kimberly Crum there has been no discussion on that. Mandatory quarantine for new employees should receive admin leave, would help with retention. Admin leave with pay 80 hours came from Federal monies that had to be spent in 2020. Kimberly Crum any recommendations? Yes, (1) to speak with County Administrator regarding potential funding to help new employees who may have to quarantine. (2) Clarify admin leave for new hires (employees who did not receive the 80 hours) because of pandemic? (3) Also, if your children get sick, and employee cannot come to work, and they did not receive the 80 COVID hours, yes (if documentation is provided).

September PEN – Randy

Adjourned

Katiah Fitzpatrick made a motion to adjourn at 4:45 p.m., seconded by Chris Steiermann.

Jeff Albenzio*	Lisa Arispe*	Donna Beim*	Lora Kyle-Woodall	Leena Delli Paoli
Katiah Fitzpatrick*	Henry Gomez	Bill Gorman	Clarethia McClendon	Tami Maloney
Maggie Miles*	Kevin Connelly*	Randy Rose*	Christian Steiermann*	Charles Toney*

*EAC Representatives in attendance at this meeting. (R) Remote Attendance