



UNIFIED PERSONNEL BOARD AGENDA

Date: August 3, 2023

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse
315 Court Street, Clearwater, Florida

Citizens to be Heard*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held June 1, 2023 - **Approved**

II. New Business

1. FY24 Pay Plans Adjustments - **Approved**
2. Proposed Waiver of Personnel Rule 3.C.1.e.iii. Compensation, Related to the General Increase - **Approved suspending the portion of Rule 3 that states, "The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade." for the purpose of the FY24 general increase effective 10/8/23.**
3. Proposed Changes to Personnel Rule 4: Time Off - **Approved**
4. Proposed Changes to Personnel Rule 6: Discipline - **Approved effective 10/1/23 with edits to section C.2.c. to add "Written", change "areas" to "departments" and add "This is a written warning in lieu of suspension."**
5. Proposed Changes to Personnel Rule 7: Employee Grievances - **Approved effective 10/1/23, Scrivener's error corrected on page 2**
6. Human Resources Classification Specification Recommendations - **Approved**
7. Workshop Agenda Discussion for September 20, 2023 Joint Meeting with the Appointing Authorities

III. Informational Items

1. HR Budget
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board

* 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@pinellas.gov at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation.](#)

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
June 1, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:29 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Joan Vecchioli, Chair
Ricardo Davis, Vice-Chair
Jeffery Kronschnabl
Peggy O'Shea
Kenneth Peluso
Ralph O. Reid IV

Not Present

William Schulz II

Others Present

Peggy Rowe, Interim Human Resources (HR) Director
Maria Ciro, HR Assistant Director
Irena Karolak, HR Officer
Jennifer Monrose Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Sarah Rathke, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Vecchioli called the meeting to order at 6:29 PM; whereupon, she led the Pledge of Allegiance.

CITIZENS TO BE HEARD

None.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Chair Vecchioli noted that she would be sharing information from the EAC, as Representative Lisa Arispe could not be present today. Thereupon, she indicated that

the joint meeting between the Appointing Authorities and the EAC has been rescheduled to June 13 at 3 PM; and that taking into consideration the Board's oversight function, Ms. Arispe suggested for Ms. Rowe to provide the members with budgetary information related to the HR Department. Mr. Davis remarked on the value of reviewing the Department's budget on an ongoing basis to identify potential issues or concerns, and Mr. Reid concurred. Ms. Rowe explained that the Department's budget has historically been provided to the Board prior to its approval; and that she will present the proposed budget at the next UPB meeting, followed by the official budget once it is approved by the Board of County Commissioners (BCC).

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting held May 4, 2023

A motion was made by Mr. Reid to approve the May 4 meeting minutes. The motion was seconded by Mr. Davis and carried unanimously.

INFORMATIONAL ITEMS

Office of Human Rights Anti-Harassment Policy

Deviating from the agenda, Office of Human Rights (OHR) Director Jeffery Lorick indicated that the Anti-Harassment Policy has not been updated since 2017; that OHR staff is recommending changes to the policy to resolve several gaps related to investigations; and that he wanted to ensure that the UPB had no issues with modifications to the policy prior to its ratification at the next Human Rights Board meeting. Chair Vecchioli noted that Attorney Moore will review the updated policy to determine whether the UPB should adopt it as a personnel policy for the County. In response to queries by the members and Attorney Moore, Mr. Lorick provided clarifying comments regarding the proposed changes to the policy and related that the Human Rights Board members would also like some clarity regarding the process for adoption; and that the policy only applies to County employees.

Thereupon, discussion ensued regarding the policy revisions and the procedures surrounding its adoption, and Attorney Moore noted that she would review the matter.

HR Update

Ms. Rowe acknowledged the retirement of Senior Assistant County Attorney Carole Sanzeri and commented on her positive impact on the HR Department; whereupon, Ms. Rowe referred to the *HR Update* document included in the agenda packet and provided

information regarding various events, organizational and talent development, and turnover metrics.

Responding to queries by the members, Ms. Rowe, with input from Ms. Ciro, provided clarifying comments regarding the above and explained that April's turnover rate of 16.39% is high, compared to the County's historical trends, but not to other local governments; that employers have experienced higher than normal turnover during the COVID-19 pandemic due to various reasons; and that HR is working with Appointing Authorities and County Departments to monitor and investigate reasons for turnover.

Findings on Employee Communications Survey

Ms. Karolak discussed the core purpose and key efforts of HR's communications and presented the results of the Employee Communications Survey. She indicated that the survey is conducted every couple of years to identify employees' preferred method(s) for receiving information; that approximately 981 employees responded, for a response rate of about 31%, which mirrored the engagement recorded two years ago; and that 80% of respondents chose emails as their preferred method of receiving information from HR.

She related that key takeaways from the survey include that employees want emails from HR to be searchable, more concise, and able to be sent to their personal email accounts; that HR staff will be improving upon its information outreach with supervisors, employees, and department liaisons; that 88% of respondents found current platforms for employee communications to be sufficient, while 9% thought there was room for improvement; and that platforms currently being explored are text messages, SharePoint, a reformatted version of The Pen Newsletter, email blasts, supervisor emails, and videos; whereupon, she discussed upcoming projects.

In response to queries by Mr. Reid and Chair Vecchioli, Ms. Karolak elaborated on communications with retirees, the County's internal communications group, and the upcoming Employee Voice Survey. She highlighted that based on feedback from the UPB, EAC, and Appointing Authorities, comments submitted via the Employee Voice Survey by employees in small divisions will be made visible; and that HR will ensure affected employees are made aware through information sessions and messaging in the survey.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Rowe referred to the above-titled document, included in the agenda packet, indicating that it lists the actions taken. At the request of Chair Vecchioli, Ms. Rowe explained that the original intent of the delegated authority was to increase efficiency by allowing the HR Director to act on behalf of the Board on job title and classification modifications outside

of the HR Department, after which the Board would ratify said action; whereupon, Chair Vecchioli noted that the Board is entitled to ask questions or scrutinize the action(s), as well as revoke the delegated authority if the members so choose.

MEMBER DISCUSSIONS/CLOSING REMARKS

Deviating from the agenda and in response to a query by Mr. Reid, Attorney Moore clarified that two members have provided her with feedback regarding the evaluation process for the HR Director; that she can meet with Ms. Rowe to discuss the process and come up with a proposal if all members who wish to weigh in have done so; and that a draft may be prepared by the Board's meeting in August.

Chair Vecchioli reminded the members that the July UPB meeting was rescheduled to July 13; and that there is an appeal scheduled, which requires five members to be present.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:19 PM.

UNIFIED PERSONNEL SYSTEM

Annex Building
 400 S. Fort Harrison Ave.
 Clearwater, Florida 33756
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 www.pinellas.gov/hr



Peggy Rowe
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRW*

DATE: August 3, 2023

SUBJECT: FY2024 Pay Plan Adjustments

Recommendation:

I recommend a two and a half percent (2.5%) increase to the minimum pay rates, and adjustment of the midpoint accordingly, for the following pay plans effective October 8, 2023:

- Classified Pay Plan
- Firefighter Personnel Pay Plan

Due to the competitive labor market and difficulty to recruit and retain talent, I also recommend deactivation of C10 – C12. The classifications in these grades would move to C13. There are approximately 35 employees in the classifications and the classifications impacted are as follows:

- Mail Clerk, C12
- Airport Traffic Assistant, C12
- Maintenance, C12
- Animal Care Assistant, C12

Background:

Employers continue to experience higher than average turnover rates, labor shortages, and struggles with affordability for workers. This proposal to increase our minimums is needed for the Unified Personnel System to be positioned competitively in this tight labor market.

Anticipated general increases for FY24 would be effective, in conjunction with the grade changes, on October 8, 2023.

I appreciate your consideration of this request.

Attachment:

- FY24 Draft Classified and Firefighter Pay Plans

FY24 Draft Classified and Firefighter Pay Plans

Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
C13	*\$18.00	\$19.22	\$23.43	\$37,440.00	\$39,973.44	\$48,734.40
C14	*\$18.31	\$20.10	\$24.50	\$38,084.80	\$41,800.46	\$50,960.00
C15	*\$18.62	\$21.00	\$25.60	\$38,729.60	\$43,680.00	\$53,248.00
C16	*\$18.93	\$21.93	\$26.74	\$39,374.40	\$45,622.46	\$55,619.20
C17	*\$19.24	\$22.93	\$27.96	\$40,019.20	\$47,701.42	\$58,156.80
C18	*\$19.50	\$23.96	\$29.21	\$40,560.00	\$49,843.56	\$60,756.80
C19	*\$19.87	\$25.04	\$30.53	\$41,329.60	\$52,090.48	\$63,502.40
C20	\$20.46	\$26.19	\$31.93	\$42,554.72	\$54,484.56	\$66,414.40
C21	\$21.36	\$27.36	\$33.35	\$44,430.88	\$56,899.44	\$69,368.00
C22	\$22.32	\$28.59	\$34.85	\$46,434.96	\$59,461.48	\$72,488.00
C23	\$23.33	\$29.87	\$36.42	\$48,524.32	\$62,138.96	\$75,753.60
C24	\$24.38	\$31.22	\$38.06	\$50,720.28	\$64,942.54	\$79,164.80
C25	\$25.48	\$32.63	\$39.78	\$53,001.52	\$67,871.96	\$82,742.40
C26	\$26.63	\$34.10	\$41.57	\$55,389.36	\$70,927.48	\$86,465.60
C27	\$27.83	\$35.63	\$43.44	\$57,883.80	\$74,119.50	\$90,355.20
C28	\$29.08	\$37.24	\$45.40	\$60,484.84	\$77,458.42	\$94,432.00
C29	\$30.39	\$38.92	\$47.44	\$63,213.80	\$80,944.50	\$98,675.20
C30	\$31.76	\$40.67	\$49.58	\$66,070.68	\$84,598.54	\$103,126.40
C31	\$33.19	\$42.50	\$51.81	\$69,034.16	\$88,399.48	\$107,764.80
C32	\$34.69	\$44.42	\$54.15	\$72,146.88	\$92,389.44	\$112,632.00
C55	*\$18.00	\$34.92	\$58.56	\$23,452.00	\$72,628.40	\$121,804.80
F21	*\$18.00	\$22.79	\$27.78	\$37,011.52	\$47,396.96	\$69,338.88
F25	\$21.23	\$27.18	\$33.14	\$44,153.72	\$56,542.46	\$82,717.44

**This displays the alternative minimum/hiring rate for this classification. Due to market conditions, hire rates are adjusted to at least \$18.00.*

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Peggy Rowe
Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRW*

DATE: August 3, 2023

SUBJECT: Proposed Waiver of Personnel Rule 3.C.1.e.iii. Related to the General Increase

Recommendation:

I recommend the following clause from Personnel Rule 3: Compensation be temporarily waived to allow for the FY24 general increase to be calculated on employees' current actual salary, rather than the midpoint of the pay grade.

C.1.e.iii. Determining Amount & Form of General Increase

The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade.

Background:

The Personnel Rule states that the annual increase for employees will be calculated on the midpoint of the employees' respective paygrade. For FY24, the Appointing Authorities have agreed to allow the increases to be based on the actual salary of the employee. The primary reason for this request is to recognize the service of some of our more tenured employees who are above the pay grade midpoint and as a result will receive a higher increase than they would otherwise.

Attachment:

- Personnel Rule 3

Rule 3. Compensation

It is the policy and practice of all Appointing Authorities in the Unified Personnel System to compensate employees accurately and in compliance with applicable state and federal laws, and not to make improper deductions from any employee's pay. Pay records should be reviewed by the employee upon receipt for accuracy. Any questions or inaccuracies should immediately be brought to the attention of the Appointing Authority or designee. The Appointing Authority or designee shall promptly investigate, correct any errors and make any necessary adjustments.

Factors to consider when establishing starting pay and/or making pay adjustments are the individual's qualifications and skills, pay equity issues including the relationship of the newly hired or promoted employee's proposed salary to that of the experienced incumbents in the classification and the prevailing labor market value.

A. Pay Plans

A pay plan is a particular table or array of pay rates that establishes the ranges of pay within which employees will be paid.

1. Classified Pay Plan

The Classified Employee Pay Plan is a listing of pay ranges (minimum and maximums) applicable to each classification to which classified employees are assigned. The Classified Employee Pay Plan provides a market-based pay structure or framework for aligning job classifications according to their job value.

The Director of Human Resources prepares and presents the Classified Employee Pay Plan to the Unified Personnel Board for adoption and amendment. This Classified Employee Pay Plan is utilized by all Appointing Authorities within the Unified Personnel System.

2. Exempt Pay Plans

There are multiple exempt pay plans. Each Constitutional Officer (Clerk of the Circuit Court, Property Appraiser, Supervisor of Elections and Tax Collector) adopts and maintains his/her own exempt pay plan. The exempt pay plan for all other Appointing Authorities is recommended by the Director of Human Resources and adopted and maintained by the Board of County Commissioners.

B. Starting Pay

1. Permanent Positions

a. Exempt

The starting pay of an individual selected to fill an exempt position must be within the salary range utilized by the Appointing Authority for that position or classification within their organization.

b. Classified

The starting pay of an individual selected to fill a classified position is normally made at the minimum rate of pay of the pay grade established for the job classification. Because of unusual or extenuating circumstances an individual may be hired above the minimum of the pay range established for the job classification. Such

appointment requires the recommendation and approval of the Appointing Authority in consultation with the Director of Human Resources.

2. Temporary Positions

An individual appointed to a temporary position or temporarily appointed to a permanent position will be paid in accordance with the provisions shown above for permanent positions, classified or exempt, as appropriate.

3. Grant Worker Positions

The starting pay for a specific Grant Worker position must be within the salary range established in the pay plan for Grant Workers and consistent with any terms of the grant and the work to be performed. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

4. Special Project Positions

The starting rate of pay for a specific Special Project position must be within the salary range established in the pay plan for Special Project Positions. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

5. Internships

Internships may be paid or unpaid. If the internship is paid, the rate of pay will be determined by the Appointing Authority in consultation with the Director of Human Resources.

C. Base Pay Adjustments

Base pay adjustments solely associated with the implementation of the Evergreen Classification and Compensation Study completed in 2018 shall be as adopted. In the event of a conflict between implementation of that study and this Rule, the approved implementation of the study shall govern. In all other cases, the following will continue to apply. Base pay does not include benefits or supplemental earnings. The following describes the types and application of base pay adjustments.

1. Base Pay Increases

a. Merit Increases

Merit Pay increases may be granted annually at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Merit pay increases are calculated on the employee's current pay rate.

If a merit pay increase would bring an employee's pay rate above the maximum rate established for the employee's classification, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's job classification and grant the remaining portion of the pay increase in a one-time lump sum payment in lieu of a full base rate increase.

If an employee is at the maximum rate of pay established for the employee's classification the merit pay increase shall be granted as a one-time lump sum payment calculated as the annualized value of the merit increase.

b. Special Merit Increase

Special Merit increases may be made at any time at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Special Merit increases are meant to recognize an employee's

exceptional work contributions or unusual employment conditions and are calculated on the employee's current pay rate.

c. Promotional Increase

Promotional increases are granted at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Promotional increases are calculated on the employee's current pay rate and within the following:

- The employee's pay must be increased to at least the minimum pay rate for their new position.
- The Appointing Authority may award a promotional increase of 4 to 10%.
- An increase less than 4% or greater than 10% may be made by the Appointing Authority in consultation with the Director of Human Resources.

d. Reclassification or Reallocation Increase

When a position is reclassified or reallocated to a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- The employee's pay must be increased to at least the minimum pay rate of the new pay grade, or
- The employee's pay will be increased by an amount equal to 4% of the midpoint of the new pay grade, whichever is greater.
- No reclassification pay increase may be granted above the maximum rate established for the classification.

e. General Increase

A general increase is an increase applied to all eligible regular status or probationary classified employees. A general increase may be granted where the increase is included within the Appointing Authority's budget for that fiscal year.

i. Eligibility

Each Appointing Authority will determine an employee's eligibility for the general increase by taking into consideration factors which may include but are not limited to, the employee's hire date, last promotion date, past pay adjustments, voluntary demotion date, and disciplinary action received.

At the time general increases are made within the County, an Appointing Authority may at its discretion defer or deny the granting of the increase to an employee where:

- a) The employee is hired within 90 days prior to the date of a general increase;
- b) The employee is promoted within 90 days prior to a general increase;
- c) The employee receives an upward or downward pay adjustment within 90 days prior to a general increase;
- d) The employee is involuntarily demoted within 90 days prior to a general increase;

e) The employee receives disciplinary action occurring in the 12-month period prior to the awarding of the general increase and lasting until such time as all disqualifying discipline becomes inactive.

ii. **Effect of Deferral or Denial Due to Active Discipline**

After the time for awarding general increases and upon inactivation of all disqualifying discipline, the employee shall be granted the deferred or denied general increase prospectively at the same rate and amount provided to all eligible classified employees in the employee's associated pay grade whose general increase was not deferred or denied that fiscal year, to be paid effective the first day of the payroll period following inactivation of the disqualifying discipline.

When a general increase is deferred or denied, the decision should be clearly disclosed to the employee and documented in the comments section of OPUS.

iii. **Determining Amount & Form of General Increase**

General increases in any manner awarded shall be awarded in the same amount and manner for all eligible classified employees in the associated pay grade within the Appointing Authority, except as denied in accordance with this Rule.

In determining the amount of any general increase and the manner of payment, the Appointing Authority has the discretion to determine if a general pay increase will be paid as a percentage increase, a lump sum increase, or a combination of both.



The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade.

The amount of a lump sum increase shall be at the discretion of the Appointing Authority.

If a percentage based general increase brings an employee's pay rate above the maximum rate established for the employee's associated pay grade, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's associated pay grade and grant the remaining portion of the percentage based general increase as a one-time lump sum payment in lieu of a full base rate increase.

If an employee is at the maximum rate of pay established for the employee's associated pay grade, any percentage based general increase shall be granted as a one-time lump sum payment calculated as the annualized value of the increase.

f. **Equity Adjustment**

An Equity Adjustment is a pay rate adjustment provided to an employee outside the normal salary administration policies to correct a significant deviation from internal equity and to ensure compliance with fair pay practices. Equity Adjustments may be granted at the discretion of the Appointing Authority in consultation with the Director of Human Resources but may not be granted above the maximum rate established for the employee's classification.

g. **Pay Grade Change - Reallocation**

A pay grade change is the reallocation of a job classification from one pay grade to another.

An incumbent employee whose job classification has been allocated to a higher pay grade shall not receive an upward adjustment unless the employee is below the minimum pay rate of the new pay grade. In such case the employee's pay will be increased to the minimum of the new pay grade. An incumbent employee whose current rate of pay is at or above the maximum pay rate of the new pay grade shall continue to receive the current rate of pay.

An incumbent employee whose job classification has been allocated to a lower pay grade shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

h. Temporary Pay Increase

- i. When an Appointing Authority temporarily assigns a classified employee to a higher classification and such assignment is expected to last more than 30 consecutive calendar days, a substitute or temporary appointment shall be made. The employee shall receive a temporary pay increase not to exceed the maximum of the pay rate of the job classification to which the employee is temporarily promoted. The pay increase shall be done in accordance with the provisions of Promotional Increase C.1.c. above.

This adjustment shall be retroactive to the first day that the employee was assigned to perform in the higher classification.

Such temporary appointment may not exceed six months in duration without the approval of the Appointing Authority and the Director of Human Resources.

Upon conclusion of the appointment, the employee shall be returned to the position held immediately prior to the reassignment, and the employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary reassignment.

- ii. When an Appointing Authority temporarily assigns a classified employee a portion of the duties and responsibilities of a higher classification and the assignment is expected to be more than 30 consecutive calendar days, the Appointing Authority may grant the employee a temporary pay increase. The amount of the increase shall be at the discretion of the Appointing Authority but shall not exceed the maximum of the pay grade of the higher classification. When the employee is no longer performing the additional duties, the employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary assignment of additional duties and responsibilities. The temporary assignment of additional duties and responsibilities shall not exceed six months.

2. Base Pay Decreases

a. Demotion – Classified Employees

i. Disciplinary

An employee demoted for disciplinary reasons to a job classification for which the maximum pay rate of the pay grade of the new job classification is lower than that of the position's current pay grade shall have their rate of pay reduced in an amount determined by the Appointing Authority, but in no event shall the new pay

rate be lower than the minimum of the classification to which the employee is demoted.

ii. Reduction in Force

If as the result of a reduction in force, a classified employee is displaced into a job classification for which the maximum pay rate of the pay grade of the new job is lower than that of the employee's current classification the employee shall have his/her salary adjusted in accordance with the provisions of Rule 5. Reduction in Force.

iii. Voluntary

Upon such demotion, a reduction in pay should be made. The demotion decrease is granted at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. The demotion decrease is calculated on the employee's current pay rate and within the following:

- The employee's pay may not be reduced below the minimum pay rate nor exceed the maximum pay rate of the pay grade to which the employee is being demoted.
- The Appointing Authority may make a demotion pay decrease of 4 to 10%.
- A decrease less than 4% or greater than 10% may be made by the Appointing Authority in consultation with the Director of Human Resources.

b. Demotion – Exempt Employees

Any change in pay for an exempt employee who is demoted is at the discretion of the Appointing Authority.

c. Pay Reduction – Disciplinary

Upon a disciplinary pay reduction, the employee's rate of pay shall be reduced up to 5% at the discretion of the Appointing Authority but in no event shall the new pay rate be lower than the minimum of the employee's pay grade.

d. Reclassification or Reallocation Decrease

When a position is reclassified to a job classification for which the maximum pay rate of the pay grade of the new job classification is lower than the maximum pay rate of the position's current pay grade or the job classification for the position is reallocated to a pay grade for which the maximum pay rate is lower than the maximum of the position's current pay grade, an incumbent shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

An incumbent employee shall be offered a transfer to a vacancy in the original job classification with the same Appointing Authority, if one exists. Otherwise the employee shall remain in the reallocated position.

D. Supplemental and Incentive Pay

1. Standby Pay

- a. All Classified Service employees required to work standby shall be paid one hour additional pay (“standby pay”) at the employee’s straight hourly rate for every eight hours of the standby assignment regardless of whether the employee is called to report for work and regardless of the number of hours worked in the workweek. Standby pay is not hours worked.
- b. If required to physically report for work:
 - i. The employee’s hours worked for the week (or for salaried classified employees for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
 - ii. A minimum of two hours shall be counted as hours worked for the first instance requiring the employee to physically report to a work location in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent standby call outs during the same standby period.
- c. If not required to physically report for work:
 - i. If an employee can complete the assignment without physically reporting to the work location, the employee’s hours worked for the week (or for salaried classified employees for the pay period) shall include all hours worked on the assignment.
 - ii. A minimum of one hour shall be counted as hours worked for the first instance worked remotely in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent call outs during the same standby period.
- d. Pay for reporting for standby duty, whether physically or remotely, is in addition to the standby pay.

2. Emergency Call Out Pay

- a. In cases where there is no Standby Assignment, if an off-duty classified employee called out to work is required to physically report to a work location, the employee’s hours worked for the week (or for the salaried classified employee for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
- b. A minimum of two hours shall be counted as hours worked for each Emergency Call Out requiring an employee to physically report for work.
- c. In cases where the assignment can be completed without the employee physically reporting to a work location, a minimum of one hour shall be counted as hours worked for each Emergency Call Out.

3. Shift Differential Pay

a. Five Percent Differential

A shift differential pay of 5% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where a majority of the hours worked falls after 5 p.m.

b. Ten Percent Differential

A shift differential pay of 10% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where the majority of the hours worked falls after midnight and before 6 a.m.

Excluding Airport Firefighters and Airport Fire Lieutenants, an employee who is assigned a specific shift when the majority of the worked hours falls after 5 p.m. and before 6 a.m. and who is assigned to this shift for a period of not less than four consecutive calendar weeks, will earn the applicable shift differential as of the first day worked on the assigned shift.

4. Control Burn Fire Team

Each employee serving as a Fire Team Member shall be paid an additional \$3.00 per hour for each hour (or portion thereof) worked as a member of the Fire Team. Each employee serving as a Fire Team Supervisor shall be paid an additional \$5.00 per hour worked as a supervisor of a Fire Team.

Any hours worked on the Control Burn Fire Team will be counted as hours worked for all compensation purposes, including but not limited to calculating any overtime due.

5. Classified Service Employees Working in the Citizen Information Center (CIC)

Classified Service Employees working in the Citizen Information Center (CIC) during an emergency shall be paid their regular pay in situations where their CIC shift falls during their normally scheduled work time and work days and the County operations are continuing as usual. If the assigned CIC hours fall outside the normally scheduled work time or work days, the CIC employee will be compensated at the overtime rate, regardless of the actual number of hours worked in the week. The hours actually worked in the CIC shall also be included in the calculation of the time an employee worked during that work week.

6. Declared Emergencies and Other Emergency or Disaster Situations

When the Board of County Commissioners declares a state of emergency and/or the Appointing Authorities close their operations due to an emergency, employees will be compensated as follows:

- a. When regular County operations have been suspended because of an emergency situation, Classified Service employees directed to report to work in any capacity will be paid at the overtime rate regardless of the number of hours worked in the workweek.
- b. When regular County operations are fully or partially open regular pay rules will apply to Classified Service employees whether preparing for or dealing with the emergency or recovery efforts are part of the employee's normal duties.
- c. If a Classified Service employee is assigned duties at a higher classification and such assignment continues longer than 30 consecutive calendar days, the employee will receive a pay adjustment in accordance with rules and practices governing temporary increases in C.1.h above.
- d. Appointing Authorities may grant employees administrative leave with pay if they direct them to leave work during their regularly scheduled hours in order to prepare their homes for emergency. Applicable shift differentials will be applied to the administrative leave with pay. Employees so directed who fail to return to work as directed by management may be considered AWOL (Absent Without Leave) and subject to discipline.

- e. Classified service employees required to work during an emergency (when County operations are closed) on a recognized County Holiday will be paid for such time in accordance with Personnel Rule 4 A.
- f. An Appointing Authority may elect to compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations at one and one half times that rate for any hours worked in the workweek over 40.
- g. County employees who are *directed not to report to work* during an emergency (when County operations are closed or partially closed) will be granted leave with pay equal to their normal work hours for a period up to four weeks duration.
 - i. County employees who have previously scheduled paid time off during such time will not be required to use the paid time off.
 - ii. County employees not scheduled to work on a day that would be covered by leave with pay under this provision are not eligible for leave with pay on that day or any other day in substitution for that day.
- h. County employees who are directed not to report to work due to such an emergency for a period in excess of four weeks duration will be granted leave without pay for this time beyond the initial four weeks. Employees so affected shall substitute available compensatory time, extended illness leave, floating holidays, personal day and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

7. Market Driven Skills Supplement (MDSS)

Market Driven Skills Supplement is an optional pay supplement with a variable rate not to exceed 10% of the employee's base rate for an employee that is proficient and engaged in work that requires the use of critical skill sets that are in short supply within the available labor market. The maximum rate of pay cannot exceed 10% above the maximum of the pay grade. The skill sets identified for eligibility for MDSS will be determined by the Human Resources Department in conjunction with the Appointing Authorities impacted by the critical skill shortages and approved by the Unified Personnel Board. The list will be reviewed and updated as needed, but at least every two years. The Director of Human Resources and Appointing Authority will determine when an approved skill set is no longer in short supply or is no longer deemed a critical skill set and recommend the Unified Personnel Board remove the skill set from those identified for eligibility for MDSS. Upon Unified Personnel Board approval, the supplemental pay will be ended.

8. Certification Pay

Certification pay is a supplemental pay provided to an employee for possession and maintenance of specific certification(s). The supplemental pay may be an amount added to the employee's base pay or an amount paid at set intervals during the year (for example, monthly). Eligible certifications are determined by the Appointing Authority. Certifications which are required in the minimum qualification of the job classification are not eligible for certification pay. Possession of the certification should add value to the employee's ability to perform his/her job responsibilities. The added value should be meaningful and real. Loss or failure to maintain the certification will result in removal of the certification pay. Changes in job classification may result in removal of the certification pay.

9. Other Supplemental Pay

Other supplemental pay as approved by the Appointing Authority may be provided to employees for performance of specific duties not required as part of the minimum qualifications of the employee's classification (e.g., fogging or 911 training).

E. Pay

1. Method of Payment

a. Exempt Employees

- i. Exempt employees are salaried employees paid a set salary for each week worked, subject to legally allowable deductions whether from the salary or accumulated leave. For administrative purposes only, such as the payout of accumulated leave the annualized salary is divided by 2,080 hours (and a pro-rated amount for employees regularly scheduled for less than 40 hours in a workweek). All Exempt Service employees shall be available at all times for the performance of service beyond the generally scheduled workweek as may be required without any entitlement to extra compensation.
- ii. All members of the Exempt Service will have their pay directly deposited in a financial institution of their choosing.

b. Classified Employees

- i. Overtime: It shall be the general practice of the County to not have its employees work frequent or considerable overtime. However, Appointing Authorities may authorize or direct an employee to work overtime when necessary in order to meet emergency situations or operating needs. Each Appointing Authority shall maintain records of all hours worked, including overtime hours worked by Classified Service employees in his/her department.
 - a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered as hours worked.
 - b) All hourly Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, paid on an hourly basis will be compensated at time and one half for any hours worked over 40 in any workweek in accordance with the Fair Labor Standards Act. Any hours worked over 40 in a workweek shall be considered overtime hours.
 - c) Pursuant to section 207 (k) of the Fair Labor Standards Act (FLSA) and Title 29 Code of Federal Regulations, Pinellas County establishes a 21 consecutive day work period for all Airport Firefighters and Airport Fire Lieutenants Employees effective November 20, 1988. All classified Airport Firefighters and Airport Fire Lieutenants working 159 hours or less during the established 21 consecutive work day period shall be paid at the straight hourly rate set forth in the Pinellas County Pay & Classification Plan. Should Fire Protection Employees be required to work more than 159 hours in any 21 consecutive day work period, all such time shall be considered overtime work.

- d) Salaried Classified Service employees, those certified by the Appointing Authority through the County Attorney to the Director of Human Resources as excluded from the overtime provisions of the Fair Labor Standards Act ("Classified Excluded"), will be compensated at time and one half for any hours worked over 80 in a pay period if approved by the Appointing Authority.
- e) Compensation for overtime may be monetary or in compensatory time, at the sole discretion of the Appointing Authority. Employees may not accumulate more compensatory time than designated below.
- f) The maximum accumulation of compensatory time for Classified hourly employees shall be 80 hours and for Classified Excluded employees shall be 240 hours.
- g) An employee who has accumulated compensatory time may request compensatory time off and such compensatory time off must be given within a reasonable time so long as it does not unduly disrupt departmental operations.
- h) Upon separation from employment, an employee shall receive a lump sum payment for all accumulated compensatory time at a rate which is not less than that employee's average regular rate during the last three years of employment, or that employee's final regular rate, whichever is higher.
- ii. Employees promoted from the Classified Service to an exempt position shall, at the time of promotion, receive payment for accumulated compensatory time based upon the employee's regular rate of pay at the time of promotion.
- iii. All members of the Classified Service will have their pay directly deposited in a financial institution of their choosing.

F. Claims for Underpayment of Wages

Claims for underpayment of wages must be made within two years of the underpayment.

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Peggy Rowe
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRN*

DATE: August 3, 2023

SUBJECT: Proposed Changes to Personnel Rule 4: Time Off

I recommend the following three changes to Rule 4: Time Off. The Appointing Authorities and Employees' Advisory Council (EAC) concur with these changes.

1. **Leave Accrual for Rehires:** Allow employees who are rehired within three years of leaving Pinellas County Government to accrue annual leave at the rate they were accruing leave prior to exiting the County.

C.1. Annual Leave Eligibility (add #5):

5. A former employee who returns to employment with the County after a break in service of less than 3 years will retain their previous years of service for annual leave time accrual purposes and will earn annual leave accordingly.

2. **Extended Illness:** Remove section D regarding Extended Illness Leave that refers to employees hired before 1995. There are four employees remaining in the County who still carry very small balances in their Extended Illness Leave bank. This is a carryover from 1995 when sick and annual leave were combined. Maintaining the Extended Illness Leave bank has been administratively burdensome for payroll. If approved, we will roll all remaining hours in the Extended Illness bank to the employees' annual leave bank.

D. Extended Illness Leave (delete section):

~~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.~~

3. **Approval for In-Service/Training Days:** Add that a Personal Day needs approval on In-Service Days or other days when mandatory meetings or training are taking place in a department.

Section D. (previously E.) 2.e. Personal Day Application (add text in red)

- e. If taken on an In-Service or other mandatory training day(s) or immediately before or after a recognized holiday, the Personal Day must be scheduled and approved in advance in accordance with department requirements for other scheduled leave or will be considered unscheduled.

Attachment:

- Personnel Rule 4: Redline



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

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:

- a. Regular status employees of the Unified Personnel System.
- b. Temporary employees with 30 days or more of continuous service.
- c. 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.
- d. 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.

- a. 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.
- b. 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 5}	120	136	160	184	208	232
Airport Firefighters and Airport Fire Lieutenants ^{4 5}	144	164	192	221	250	279
Exempt Service ^{2 3 5}	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.
- 5 A former employee who returns to employment with the County after a break in service of less than 3 years will retain their previous years of service for annual leave time accrual purposes and will earn annual leave accordingly.

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.
- 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 on an In-Service or other mandatory training day(s) or immediately before or after a recognized holiday, the Personal Day must be scheduled and approved in advance in accordance with department requirements for other scheduled 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.

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Peggy Rowe
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRN*

DATE: August 3, 2023

SUBJECT: Proposed Changes to Personnel Rule 6: Discipline

I recommend the following changes to Rule 6: Discipline. As you are aware, the proposed changes have been underway for some time in collaboration with the Employees' Advisory Council (EAC). Both the Appointing Authorities and the EAC concur with these changes.

The desired outcomes for the changes are to:

- a) Categorize the infractions so that similar ones are grouped together
- b) Focus on constructive and corrective feedback
- c) Avoid "stacking" the infractions during the disciplinary process
- d) Make the rule more clear to employees and managers

This is a summary of the changes detailed in the redline version of the rule:

Disciplinary Actions

- a) Change the Verbal Warning to Level 1 Warning/Notification
- b) Change the Written Warning to Level 2 Warning/Notification
- c) Provide the following Level 3 Warning/Notification options:
 - a. Final Warning/Notification (see the definition in the rule)
 - b. Suspension
 - c. Pay Reduction (temporary or permanent)
 - d. Demotion
- d) Level 4 - Dismissal

Inactivation Change - An additional proposed change is that the inactivation of discipline be automatic unless the Appointing Authority or designee requests that it remain active.

Level 1 Changes - Level 1 Warning/Notification (currently known as Verbal Warning) will be kept as a part of the employee's internal office file and will not be added to the employee's Human Resources personnel file. Additionally, a Level 1 discipline is not eligible to be grieved to the Informal Grievance Committee.

Proposed Changes to Personnel Rule 6: Discipline
August 3, 2023
Page Two

Attachment:

- Personnel Rule 6: Current
- Personnel Rule 6: Redline
- Personnel Rule 6: Clean Version with Edits

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. A deferred or denied general increase under Rule 3 C.1.e. is not a Pay Reduction under this Rule. 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

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

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 Pay Reduction	Pay Reduction 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 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. As per Rule 2, newly hired probationary employees whose performance is deemed unsatisfactory may be dismissed at any time prior to the expiration of the probationary period.

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 Levels** of Disciplinary Action, in increasing order of severity:

- a. ~~Verbal Warning~~ Level 1 Warning/Notification
- b. ~~Written Warning~~ Level 2 Warning/Notification
- c. Level 3 Warning/Notification, choose from the following (considered the same level of discipline)
 - i. Final Written Warning/Notification
 - ii. Suspension *
 - iii. Pay Reduction * (temporary or permanent)
 - iv. Demotion *
- d. Dismissal

*considered the same level of discipline

2. Procedure

UPB Policy #10: Discipline Policy provides guidance for coaching and counseling that may be considered before administering discipline. The following procedure should be

8/3/23 UPB update:
 Add "Written" so it reads "Final Written Warning/Notification"

used when administering discipline. A Level 1 document will not be added to the employee's Human Resources personnel file. Level 2 – 4 Warning/Notifications are sent to Human Resources and added to the employee's personnel file.

a. Verbal Warnings and Written Warnings Level 1 Warning/Notification

Verbal Warnings and Written Warnings Level 1 Warning/Notification is a are levels of formal discipline that do does not require a pre-disciplinary hearing. However, Warnings Level 1's 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 A Level 1 Warning/Notification 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 Warning/Notification by signing the document.

b. Level 2 Warning/Notification

Level 2 Warning/Notification is a level of formal discipline that does not require a pre-disciplinary hearing. However, Level 2 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. The employee shall be allowed to make comments during the meeting.

Level 2 Warning/Notifications will be memorialized in a written document, 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 warning/notification by signing the document.

c. Level 3 - Final Written Warning/Notification

Final Written Warning/Notification is an option under Level 3 for those departments that don't want to utilize pay reduction or demotion or if a suspension would present a hardship to the department or be an improper consequence (i.e. to performance, attendance). This is a written warning in lieu of suspension. Final Written Warnings require a pre-disciplinary hearing. The Final Written Warning/Notification shall include the factual basis for the warning 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. Level 3 - 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.

8/3/23 UPB updates to item c.: Add "Written" so it reads "Final Written Warning/Notification", change "areas" to "departments" and add "This is a written warning in lieu of suspension."

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.

e. Level 3 - Pay Reduction

Pay Reduction is a reduction in an employee's pay rate. Pay Reduction may be a permanent or temporary reduction. The Appointing Authority has the discretion to reduce an employee's pay permanently or temporarily with a minimum of three (3) months to a maximum of twelve (12) months, which should be defined at the time of discipline. A deferred or denied general increase under Rule 3 C.1.e. is not a Pay Reduction under this Rule. 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.

f. Level 3 - Demotion

Demotion is a change to a position in a 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.

g. Level 4 - 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 Level 3 or 4 Warning/Notification, 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

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

Type of Action	Minimum Time Active
Verbal Warning <u>Level 1</u>	6 months
Written Warning <u>Level 2</u>	9 months
Suspension, Pay Reduction, or Demotion <u>Level 3</u>	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, and/or no other formal disciplinary action has been administered, the disciplines maintained in Human Resources personnel files will be inactivated unless the Appointing Authority requests an extension. ~~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.

An Appointing Authority, at their discretion, may extend the active period for any disciplinary action when:

- performance or behavior has not been corrected
- additional disciplinary action has been administered while any other disciplinary action is active.

Any active disciplinary action will be extended beyond the timeframe above if additional formal disciplinary action is administered prior to inactivation. The new minimum activation timeframe will be extended, at minimum, to the timeframes specified above related to the type of action taken.

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.

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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.

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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

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 Pay Reduction	Pay Reduction 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	-

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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> <p>a. if specifically authorized in advance by the employee's Appointing Authority, or</p> <p>b. With regard to a firearm, is otherwise specifically allowed under Florida Statute §790.251.</p> <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	-	-

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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	-

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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	-	-

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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	-

Disciplinary Guidelines and Disciplinary Action Ranges

The infractions contained in the Disciplinary Guidelines and Disciplinary Action Range Chart are intended to provide only general guidance for consequences and the types of behavior that may be considered a violation of work rules. Although not part of discipline, it is recommended to consider utilizing the Coaching and Counseling Form when appropriate on first and/or minor incidents. The infractions listed are not all inclusive and the Appointing Authorities have the discretion to begin the disciplinary action at any step depending on other aggravating and mitigating circumstances. As a supervisor, it is recommended to review discipline prior to administering with your department leaders and/or Human Resources.

<u>Category</u>	<u>Infraction</u>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
<u>A. Poor Performance</u>	<u>Select the infraction(s) that apply.</u>				
	<u>Substandard quality or quantity of work</u>	<u>Level 1 to Level 2</u>	<u>Level 2 to Level 3</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>
	<u>Failure to perform assigned duties</u>	<u>Level 1 to Level 3</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Failure to follow rules, regulations, policies or statutes not already covered under disciplinary infractions</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>
	<u>The employee is incapable of performing the essential functions of the job position because of a mental or physical disability after a reasonable accommodation has been made by the Appointing Authority or after the Appointing Authority has determined that no reasonable accommodation can be made</u>	<u>Demotion or Dismissal</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
	<u>Failure to perform a reasonable amount of emergency work outside normal working hours when directed to so do by proper authority</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

<u>Category</u> <u>B. Attendance</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Excessive absences or tardiness and absence without authorized leave</u>	<u>Level 1 to Level 2</u>	<u>Level 2 to Level 3</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>
	<u>Leaving workstation without authorization</u>	<u>Level 1 to Level 3</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Job abandonment - 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 or appealed</u>	<u>Auto Resignation</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>C. Insubordination</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Refusal to follow supervisor's lawful orders, direction and/or workplace requirements/insubordination</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Refusal 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</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>E. Violation of Workplace Violence Policy</u> <i>(NOTE: Letter D was omitted as previous infraction numbers began with D)</i>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Physically fighting while on duty</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

	<u>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:</u> <u>a. if specifically authorized in advance by the employee's Appointing Authority or designee, or</u> <u>b. With regard to a firearm, is otherwise specifically allowed under Florida Statute §790.251. 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.</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Making threats of violence</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>F. Property or Equipment Damage/ Misuse</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Misuse of public/County property or equipment</u>	<u>Level 1 to Level 4</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Destruction of public/County property or equipment</u>	<u>Level 1 to Level 4</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Unauthorized use of public/citizen/County equipment or property</u>	<u>Level 1 to Level 4</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>

<u>Category</u> <u>G. Negligence/Poor Judgement</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Decision/action resulting in minor consequences such as no injuries, minimal damages, costs, operational disruption, etc.</u>	<u>Level 1 to Level 2</u>	<u>Level 2 to Level 3</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Decision/action resulting in serious consequences such as injuries or damages, higher costs, large operational disruption, etc.</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Sleeping on the job</u>	<u>Level 2 to Level 3</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
<u>Category</u> <u>H. Intentional Falsification of Records</u>	<u>Infraction</u>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Falsification of work-related documents and records or employment application</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>I. Theft</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>Misappropriation or personal use of County funds or property; illegal disposition of County property or illegal possession of a co-worker's or member of the public's property</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Time paid - The employee has intentionally falsified a time record or made a false claim for leave</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Failed to report absence from duty to supervisors</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

Category	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
<u>J. Violation of Drug-free Workplace Policy</u>					
	<u>Violation of Drug-free Workplace Policy</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
Category <u>K. The Employee Has Engaged in Conduct Unbecoming of an Employee of the County</u>	Infraction <u>Select the infractions that apply.</u>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	<u>Violation of Pinellas County Statement of Ethics</u>	<u>Level 1 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Engaging in conduct unbecoming of a County employee or other behavior that affects the public trust or is a poor representation of a County employee</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>
	<u>Attempt to use political influence in personnel matters</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
Category <u>L. Conduct/Behavior</u>	Infraction <u>Select the infractions that apply.</u>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	<u>The employee's conduct is offensive or antagonistic toward management, fellow employees or the public. The actions include but are not limited to: verbal abuse, intimidation, or the use of profane or obscene language.</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>

	<u>The employee's conduct interferes with the proper cooperation of coworkers or impairs the efficiency, morale, good order or discipline of the workplace</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Violation of the Anti-Harassment Policy</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>M. Arrests/Charges /Convictions of a Felony while Employed</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>During employment the employee fails to report to management that they were arrested by the first scheduled work day immediately following the arrest</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>Finding of guilty or plea of guilty or no contest to an employment-related first degree misdemeanor or any felony, regardless of whether adjudication of guilt is withheld or not</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
	<u>Finding of guilty or plea of guilty or no contest to any misdemeanor involving moral turpitude, whether adjudication of guilt is withheld or not</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>N. Failure to Meet Certification/Licensure Requirements</u>	<u>Infraction</u> <i>Select the infractions that apply.</i>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>The employee operated a County owned or leased vehicle, or the employee's own vehicle, on County business without a valid driver's license or operator's license</u>	<u>Level 3</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
	<u>The employee's driver's license was suspended or revoked and a valid driver's license is required to perform essential functions of the job</u>	<u>Demotion or Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

	<u>The employee was notified that his or her driver's license was suspended or revoked and the employee failed to report the suspension or revocation to the employee's supervisor by the next scheduled work day immediately following notification</u>	<u>Level 1 to Level 2</u>	<u>Level 2 to Level 3</u>	<u>Level 3 to Level 4</u>	<u>Level 4</u>
	<u>The employee has failed to obtain or maintain the required certification for their job position</u>	<u>Demotion or Level 4</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>O. Secondary Employment</u>	<u>Infraction</u> <u>Select the infractions that apply.</u>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>The employee is actively employed by another employer or self-employed; and such employment is in conflict with their assigned duties with the County and/or the County's Statement of Ethics</u>	<u>Level 1 to Level 4</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>
	<u>The employee is actively employed by another employer or self-employed and such employment was not authorized by their Appointing Authority or designee</u>	<u>Level 2 to Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>
<u>Category</u> <u>P. Violation of Florida Statute 447.505</u>	<u>Infraction</u>	<u>First Infraction</u>	<u>Second Infraction</u>	<u>Third Infraction</u>	<u>Fourth Infraction</u>
	<u>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</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>



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. As per Rule 2, newly hired probationary employees whose performance is deemed unsatisfactory may be dismissed at any time prior to the expiration of the probationary period.

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. Levels of Disciplinary Action, in increasing order of severity:

- a. Level 1 Warning/Notification
- b. Level 2 Warning/Notification
- c. Level 3 Warning/Notification, choose from the following (considered the same level of discipline)
 - i. Final Written Warning/Notification
 - ii. Suspension
 - iii. Pay Reduction (temporary or permanent)
 - iv. Demotion
- d. Dismissal

2. Procedure

UPB Policy #10: Discipline Policy provides guidance for coaching and counseling that may be considered before administering discipline. The following procedure should be used when administering discipline. A Level 1 document will not be added to the

8/3/23 UPB update:
 Add "Written" so it reads "Final Written Warning/Notification"

employee's Human Resources personnel file. Level 2 – 4 Warning/Notifications are sent to Human Resources and added to the employee's personnel file.

a. Level 1 Warning/Notification

Level 1 Warning/Notification is a level of formal discipline that does not require a pre-disciplinary hearing. However, Level 1's 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. The employee shall be allowed to make comments during the meeting.

A Level 1 Warning/Notification will be memorialized in a written document 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 Warning/Notification by signing the document.

b. Level 2 Warning/Notification

Level 2 Warning/Notification is a level of formal discipline that does not require a pre-disciplinary hearing. However, Level 2 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. The employee shall be allowed to make comments during the meeting.

Level 2 Warning/Notifications will be memorialized in a written document, 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 warning/notification by signing the document.

c. Level 3 - Final Written Warning/Notification

Final Written Warning/Notification is an option under Level 3 for those departments that don't want to utilize pay reduction or demotion or if a suspension would present a hardship to the department or be an improper consequence (i.e. to performance, attendance). This is a written warning in lieu of suspension. Final Written Warnings require a pre-disciplinary hearing. The Final Written Warning/Notification shall include the factual basis for the warning 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. Level 3 - 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.

e. Level 3 - Pay Reduction

8/3/23 UPB updates to item c.: Add "Written" so it reads "Final Written Warning/Notification", change "areas" to "departments" and add "This is a written warning in lieu of suspension."

Pay Reduction is a reduction in an employee's pay rate. Pay Reduction may be a permanent or temporary reduction. The Appointing Authority has the discretion to reduce an employee's pay permanently or temporarily with a minimum of three (3) months to a maximum of twelve (12) months, which should be defined at the time of discipline. A deferred or denied general increase under Rule 3 C.1.e. is not a Pay Reduction under this Rule. 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.

f. Level 3 - Demotion

Demotion is a change to a position in a 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.

g. Level 4 - 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 Level 3 or 4 Warning/Notification, 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

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

Type of Action	Minimum Time Active
Level 1	6 months
Level 2	9 months
Level 3	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, and/or no other formal disciplinary action has been administered, the disciplines maintained in Human Resources personnel files will be inactivated unless the Appointing Authority requests an extension. 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.

An Appointing Authority, at their discretion, may extend the active period for any disciplinary action when:

- performance or behavior has not been corrected
- additional disciplinary action has been administered while any other disciplinary action is active.

Any active disciplinary action will be extended beyond the timeframe above if additional formal disciplinary action is administered prior to inactivation. The new minimum activation timeframe will be extended, at minimum, to the timeframes specified above related to the type of action taken.

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

The infractions contained in the Disciplinary Guidelines and Disciplinary Action Range Chart are intended to provide only general guidance for consequences and the types of behavior that may be considered a violation of work rules. Although not part of discipline, it is recommended to consider utilizing the Coaching and Counseling Form when appropriate on first and/or minor incidents. The infractions listed are not all inclusive and the Appointing Authorities have the discretion to begin the disciplinary action at any step depending on other aggravating and mitigating circumstances. As a supervisor, it is recommended to review discipline prior to administering with your department leaders and/or Human Resources.

Category	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
A. Poor Performance	<i>Select the infraction(s) that apply.</i>				
	Substandard quality or quantity of work	Level 1 to Level 2	Level 2 to Level 3	Level 3 to Level 4	Level 4
	Failure to perform assigned duties	Level 1 to Level 3	Level 2 to Level 4	Level 4	n/a
	Failure to follow rules, regulations, policies or statutes not already covered under disciplinary infractions	Level 1 to Level 4	Level 2 to Level 4	Level 3 to Level 4	Level 4
	The employee is incapable of performing the essential functions of the job position because of a mental or physical disability after a reasonable accommodation has been made by the Appointing Authority or after the Appointing Authority has determined that no reasonable accommodation can be made.	Demotion or Dismissal	n/a	n/a	n/a
	Failure to perform a reasonable amount of emergency work outside normal working hours when directed to so do by proper authority	Level 3 to Level 4	Level 4	n/a	n/a

Category B. Attendance	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Excessive absences or tardiness and absence without authorized leave	Level 1 to Level 2	Level 2 to Level 3	Level 3 to Level 4	Level 4
	Leaving workstation without authorization	Level 1 to Level 3	Level 3 to Level 4	Level 4	n/a
	Job abandonment - 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 or appealed	Auto Resignation	n/a	n/a	n/a
Category C. Insubordination	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Refusal to follow supervisor's lawful orders, direction and/or workplace requirements/insubordination	Level 1 to Level 4	Level 2 to Level 4	Level 4	n/a
	Refusal 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	Level 3 to Level 4	Level 4	n/a	n/a
Category E. Violation of Workplace Violence Policy <i>(NOTE: Letter D was omitted as previous infraction numbers began with D)</i>	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Physically fighting while on duty	Level 3 to Level 4	Level 4	n/a	n/a

	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: a. if specifically authorized in advance by the employee's Appointing Authority or designee, or b. With regard to a firearm, is otherwise specifically allowed under Florida Statute §790.251. 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.	Level 3 to Level 4	Level 4	n/a	n/a
	Making threats of violence	Level 3 to Level 4	Level 4	n/a	n/a
Category F. Property or Equipment Damage/ Misuse	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Misuse of public/County property or equipment	Level 1 to Level 4	Level 3 to Level 4	Level 4	n/a
	Destruction of public/County property or equipment	Level 1 to Level 4	Level 3 to Level 4	Level 4	n/a
	Unauthorized use of public/citizen/County equipment or property	Level 1 to Level 4	Level 3 to Level 4	Level 4	n/a

Category G. Negligence/Poor Judgement	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Decision/action resulting in minor consequences such as no injuries, minimal damages, costs, operational disruption, etc.	Level 1 to Level 2	Level 2 to Level 3	Level 4	n/a
	Decision/action resulting in serious consequences such as injuries or damages, higher costs, large operational disruption, etc.	Level 3 to Level 4	Level 4	n/a	n/a
	Sleeping on the job	Level 2 to Level 3	Level 3 to Level 4	Level 4	n/a
Category H. Intentional Falsification of Records	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Falsification of work-related documents and records or employment application	Level 3 to Level 4	Level 4	n/a	n/a
Category I. Theft	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Misappropriation or personal use of County funds or property; illegal disposition of County property or illegal possession of a co-worker's or member of the public's property	Level 3 to Level 4	Level 4	n/a	n/a
	Time paid - The employee has intentionally falsified a time record or made a false claim for leave	Level 3 to Level 4	Level 4	n/a	n/a
	Failed to report absence from duty to supervisors	Level 3 to Level 4	Level 4	n/a	n/a

Category J. Violation of Drug-free Workplace Policy	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Violation of Drug-free Workplace Policy	Level 3 to Level 4	Level 4	n/a	n/a
Category K. The Employee Has Engaged in Conduct Unbecoming of an Employee of the County	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	Violation of Pinellas County Statement of Ethics	Level 1 to Level 4	Level 4	n/a	n/a
	Engaging in conduct unbecoming of a County employee or other behavior that affects the public trust or is a poor representation of a County employee	Level 1 to Level 4	Level 2 to Level 4	Level 3 to Level 4	Level 4
	Attempt to use political influence in personnel matters	Level 2 to Level 4	Level 4	n/a	n/a
Category L. Conduct/Behavior	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	The employee's conduct is offensive or antagonistic toward management, fellow employees or the public. The actions include but are not limited to: verbal abuse, intimidation or the use of profane or obscene language.	Level 1 to Level 4	Level 2 to Level 4	Level 4	n/a

	The employee's conduct interferes with the proper cooperation of coworkers or impairs the efficiency, morale, good order or discipline of the workplace	Level 1 to Level 4	Level 2 to Level 4	Level 4	n/a
	Violation of the Anti-Harassment Policy	Level 2 to Level 4	Level 4	n/a	n/a
Category M. Arrests/Charges/Convictions of a Felony while Employed	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	During employment the employee fails to report to management that they were arrested by the first scheduled work day immediately following the arrest	Level 1 to Level 4	Level 2 to Level 4	Level 4	n/a
	Finding of guilty or plea of guilty or no contest to an employment-related first degree misdemeanor or any felony, regardless of whether adjudication of guilt is withheld or not	Level 3 to Level 4	Level 4	n/a	n/a
	Finding of guilty or plea of guilty or no contest to any misdemeanor involving moral turpitude, whether adjudication of guilt is withheld or not	Level 2 to Level 4	Level 4	n/a	n/a
Category N. Failure to Meet Certification/Licensure Requirements	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	The employee operated a County owned or leased vehicle, or the employee's own vehicle, on County business without a valid driver's license or operator's license	Level 3	n/a	n/a	n/a
	The employee's driver's license was suspended or revoked and a valid driver's license is required to perform essential functions of the job	Demotion or Level 4	Level 4	n/a	n/a

	The employee was notified that his or her driver's license was suspended or revoked and the employee failed to report the suspension or revocation to the employee's supervisor by the next scheduled work day immediately following notification	Level 1 to Level 2	Level 2 to Level 3	Level 3 to Level 4	Level 4
	The employee has failed to obtain or maintain the required certification for their job position	Demotion or Level 4	n/a	n/a	n/a
Category O. Secondary Employment	Infraction <i>Select the infractions that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	The employee is actively employed by another employer or self-employed; and such employment is in conflict with their assigned duties with the County and/or the County's Statement of Ethics	Level 1 to Level 4	Level 2 to Level 4	Level 4	n/a
	The employee is actively employed by another employer or self-employed and such employment was not authorized by their Appointing Authority or designee	Level 2 to Level 4	Level 4	n/a	n/a
Category P. Violation of Florida Statute 447.505	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	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	Level 4	n/a	n/a	n/a

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Peggy Rowe
 Interim Director

TO: The Honorable Chair and Members of the Unified Personnel Board
 FROM: Peggy Rowe, Interim Director of Human Resources *MRW*
 DATE: August 3, 2023
 SUBJECT: Proposed Changes to Personnel Rule 7: Employee Grievances

I recommend the following two changes to Rule 7: Employee Grievances. The Appointing Authorities and Employees' Advisory Council (EAC) concur with these changes. These changes are needed as a result of the proposed changes to Rule 6: Discipline.

- Discipline Name Changes:** Change the references to Verbal Warning, Written Warning, Suspension, Demotion, and Pay Reduction to Level 1-3 Warning/Notifications in section E.

E.1. Covered Issues and Level of Appeal Available

A Classified Service employee may grieve:

- Discipline (~~verbal warning, written warning, suspension, demotion, pay reduction~~ Level 1-3);
- Level 1 Disciplines Not Grievable:** Remove Level 1 discipline (previously called Verbal Warning) from grievance eligibility.

E. Covered Issues and Level of Appeal Available

Level of Appeal Available

Grievance Issue	Informal Resolution	Step 1: Department Head	Step 2: Informal Grievance Committee	Step 3: Unified Personnel Board
Discipline: verbal and written warnings <u>Level 1</u>	Yes	Yes	Yes <u>No</u>	No
<u>Discipline: Level 2</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>

Discipline: suspensions, demotions, pay reductions) <u>Level 3</u>	Yes	Yes	Yes	Yes
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Attachment:

- Personnel Rule 7: Redline



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, pay reduction~~) (Level 1 – 3);
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

Grievance Issue	Informal Resolution	Step 1: Department Head	Step 2: Informal Grievance Committee	Step 3: Unified Personnel Board
Discipline: verbal & written warnings <u>Level 1</u>	Yes	Yes	Yes <u>No</u>	No
<u>Discipline: Level 2</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>
Discipline: suspensions, demotions, pay reductions <u>Level 3</u>	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

8/3/23 Corrected Scrivener's error: Discipline: Level 2 Step 3: Unified Personnel Board changed from "Yes" to "No"

F. Exceptions

1. Dismissals are not subject to grievance. Dismissals of regular status employees may be appealed directly to the Unified Personnel Board pursuant to Rule 6.
2. Demotions for inability of regular status employees during the first six months after a promotion are not subject to grievance.
3. Layoffs and displacements under Rule 5 are not subject to grievance.
4. Deferred or denied pay increases under Rule 3 C.1.e. are not pay reductions under this Rule.

G. Procedure for Grievance

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

1. **Filing:** Grievances starting with Step 1 must be filed in writing on the forms provided by the Human Resources Department.
2. **Timing:** All steps in the grievance process must be taken within the time frames specified.

- a. 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.

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Peggy Rowe
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRN*

DATE: August 3, 2023

SUBJECT: Human Resources Classification Specification Recommendations

I recommend that the members of the Unified Personnel Board approve the following actions, effective September 6, 2023:

- Adopt the new Human Resources Communications Coordinator classification specification.
- Approve the upward reclassification of Human Resources position #HRD/C9 to Human Resources Communications Coordinator.

The position is currently classified as a Human Resources Specialist at a pay grade C22. Based on an analysis of current duties and responsibilities of the position, I recommend that the position be reclassified to HR Communications Coordinator at pay grade C26. The incumbent in this position is responsible for planning, coordinating and facilitating communication efforts for Human Resources; creating publications including brochures, annual reports, newsletters, and mailers; and maintaining and updating the Human Resource's web site. Work is performed with considerable independent judgment and initiative under the general supervision of the Communications Officer.

These actions by the Board are necessary since the Human Resources Director's delegated authority does not apply to actions within the Human Resources Department.

Attachment:

- Human Resources Communications Coordinator Classification Specification



Human Resources Communications Coordinator

Category: Classified/Excluded
Pay Grade: C26
Job Code: TBD

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced level communications work to support internal communications and public outreach activities for Human Resources. The person in this position will be responsible for planning, coordinating and facilitating communication efforts for Human Resources; creating publications including brochures, annual reports, newsletters, and mailers; and maintaining and updating the Human Resource's web site. Work is performed with considerable independent judgment and initiative under the general supervision of the Communications Officer. The ability to communicate effectively in written and oral communications is a must.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides professional and technical guidance including drafting communication plans, project timelines, and outreach strategies;
- Analyzes, researches, and makes recommendations related to communications and outreach;
- Identify process improvements to solve problems or increase effectiveness;
- Designs the Human Resources web pages and maintain the content daily;
- Supports HR's social media platforms in backup capacity;
- Creates visual concepts to communicate ideas in order to inspire or inform employees;
- Creates and edits graphics, logos, and photos for use on the website or for publication;
- Provides design, format, and content for high-visibility projects
- Develops unique branding for special initiatives to ensure a consistent attractive look;
- Writes, edits, formats, and distributes documents for all areas of Human Resources including flyers, letters, forms, PowerPoint presentations, newsletter articles, website, and email blasts;
- Prepares camera-ready materials for printing, such as postcards, mailers, and invitations;
- Implements, maintains, and updates HR's branding;
- Supports the creation and publication of the newsletters;
- Develops job aids and standard operating procedures for communication processes such as web updates, and provides training to coworkers;
- Leads team members in the absence of the Communications Officer;
- Serves on the HR's team before, during and after emergency events and situations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of experience in developing and editing communications materials like newsletters, press releases social media, and presentations and a background in writing, public speaking, and content creation; or Associate degree in public relations, journalism, communications, or a related field and five (5) years of experience as described above; or Bachelor's degree as described above and three (3) years of experience as described above; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Must be able to manage responsibilities for community outreach activities beyond regular business hours including extended workdays, evening, and weekends.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of web design;
- Knowledge of modern business methods and procedures applicable to public administration;
- Knowledge of the functions, operations, and structure of Human Resources and Pinellas County Government;
- Knowledge of Microsoft Word, Excel, PowerPoint, and SharePoint; WordPress; and specialized graphics software including Adobe InDesign, Photoshop, Illustrator, and Acrobat DC;
- Skill in writing a variety of messages to a diverse audience;
- Skill in listening;
- Ability to apply computer applications and software;
- Skill in oral and written communication, presentation, customer service and interpersonal skills are required;
- Ability to write and prepare documents for publication including design and layout;
- Ability to establish good working relationships with other public agencies and the public;
- Ability to present oral and written comments and recommendations clearly, and concisely;
- Ability to communicate effectively in written and oral communications.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.

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Peggy Rowe
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MRW*

DATE: August 3, 2023

SUBJECT: Human Resources Department FY2024 Budget

Attached please find the information provided to the Office of Management and Budget (OMB) and submitted to the Board of County Commissioners (BCC) as the request for the Human Resources FY2024 budget.

The Human Resources Department (HR) provides a central personnel servicing function for the following Appointing Authorities: Business Technology Services, Board of County Commissioners (Departments under the County Administrator), Clerk of the Circuit Court, County Attorney, Forward Pinellas, Office of Human Rights, Property Appraiser, Supervisor of Elections, and Tax Collector. HR, pursuant to Pinellas County's Unified Personnel System Act Chapter 77-642, Laws of Florida, is mandated to provide personnel programs and services to Appointing Authorities in the Unified Personnel System as listed above.

HR is committed to cultivating a diverse, talented, and resilient workforce; building relationships with the Appointing Authorities, EAC, and all employees throughout the organization; leveraging technology to improve efficiencies and use of data; offering learning opportunities for all employees; and serving customers, both internal and external.

HR is structured into Centers of Excellence (COE) to meet the service needs of our customers. Each COE contributes to all aspects of the HR mission. Service excellence is the hallmark of all of the HR strategies, programs, and day-to-day operations. The department is organized into five COEs: Benefits; Communications and Outreach; Organizational and Talent Development; Planning and Performance; and Workforce Strategy including Classification and Compensation and Recruitment/Human Resources Management System.

Budget Analysis

The FY24 budget request for HR reflects an increase of \$132,790 (2.8%) above the FY23 budget to \$4.8M. HR is funded by general fund revenues.

Personnel Services for the department increase \$108,800 (2.5%) to \$4.5M. The change to Personnel Services includes a general salary increase of 4.5% of salary, a state-mandated

increase to retirement contributions, a 10.0% increase in employer-paid health benefits, an additional increase of up to \$600 to the base for all positions, and a one-time payment of up to \$600 for eligible employees. The County will also increase the minimum wage for employees to \$18.00/hour beginning in FY24. Staffing decreases by one FTE to 35.4 funded by the general fund. This is due to the transfer of one training position to Workforce Relations in FY24. The Administrator has stated that he will return the position to HR when the foundational training for supervisors has been completed. Additionally, the Employee Health Benefits Fund provides the funding for 2 full-time employees.

Operating expenses increase \$23,990 (7.7%) to \$336,750. This increase is primarily due to the cyclical replacement of department computers (\$15,660) and an upgrade to the employee training room (\$9,800) in the County Annex building. The department will continue providing training classes for employees to increase job skills and growth opportunities, and leadership training among other learning opportunities for all of the Appointing Authorities.

HR also manages the Employee Health Benefits Fund, an internal service fund that is used to account for all employee paid premiums, employer contributions, and claims for the employee health and dental plans. The Health Plan is self-insured with a third-party administrator. Increases to this fund occur annually and are determined by claims experience.

Attachment:

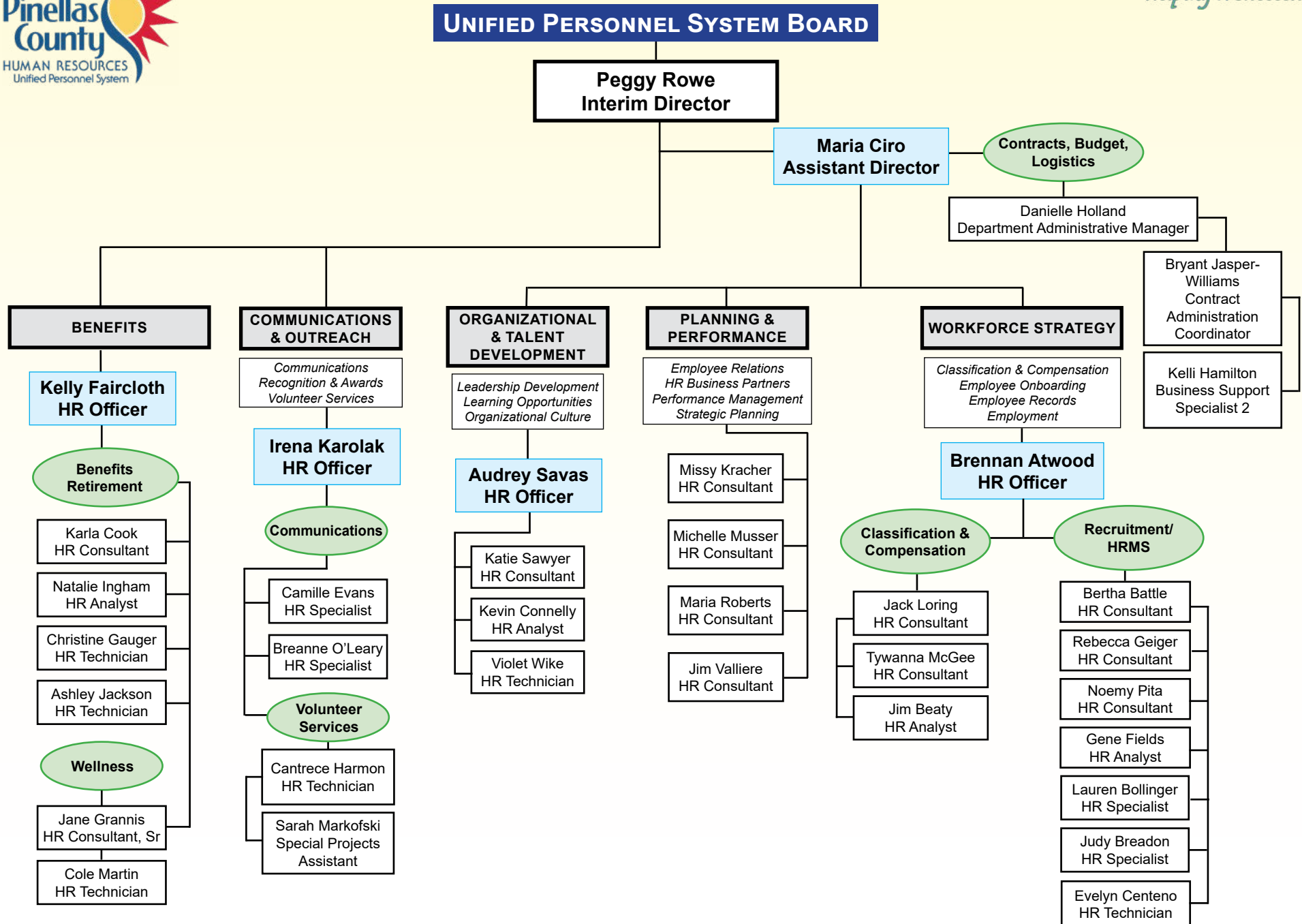
- Human Resources FY2024 Budget Request and Organization Chart

Fund: 0001 - General Fund
Version: County Admin Review

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance Explanation
5110001 - Executive Salaries	1,598,765	1,497,116	1,766,555	1,841,120	1,672,650	1,977,170	136,050	7.4%	
5120001 - Regular Salaries & Wages	1,103,311	1,036,148	883,448	1,144,290	829,830	1,040,490	(103,800)	-9.1%	
5130001 - Other Salaries And Wages	12,615	7,581	23,502	0	0	0	0		
5140001 - Overtime Pay	1,905	0	14,638	0	0	0	0		
5150001 - One Time COLA	0	0	0	44,400	21,900	0	(44,400)	-100.0%	Reduction due to one-time \$1,200 retention pay in FY23
5210001 - FICA Taxes	199,292	186,846	193,785	221,220	187,870	226,020	4,800	2.2%	
5220001 - Retirement Contributions	277,862	295,799	342,677	396,970	341,530	475,770	78,800	19.9%	
5230001 - Hlth,Life,Dntl,Std,Ltd	660,859	624,881	544,914	708,780	576,130	734,670	25,890	3.7%	
5299991 - Reg Salary&Wgs-Contra-Prj	0	0	(41,631)	0	0	0	0		
5299992 - Benefits-Contra-Projects	0	0	(13,128)	0	0	0	0		
Personnel Services Total	3,854,609	3,648,371	3,714,760	4,356,780	3,629,910	4,454,120	97,340	2.2%	
5310001 - Professional Services	1,188	3,800	0	28,000	28,000	30,000	2,000	7.1%	Increased number of 'Business Writing' classes from 2 to 3 to meet demand
5340001 - Other Contractual Svcs	46,053	28,646	30,760	6,230	39,230	10,380	4,150	66.6%	FY24 ADA remediation
5400001 - Travel and Per Diem	5,852	1,632	6,061	30,850	30,570	32,990	2,140	6.9%	Travel related to provide training for County employees
5410001 - Communication Services	6,411	6,609	7,036	7,450	7,450	7,450	0	0.0%	
5420001 - Freight	1,354	11	232	500	500	500	0	0.0%	
5420002 - Postage	368	754	418	400	400	400	0	0.0%	
5460001 - Repair&Maintenance Svcs	11,619	7,480	9,019	17,560	17,060	27,360	9,800	55.8%	Upgrades to training room on the 4th floor of the Annex
5470001 - Printing and Binding Exp	3,511	1,578	2,079	3,950	4,850	5,300	1,350	34.2%	Materials for training, education fair, and learning competency framework
5480001 - Promotional Activities Exp	748	6,528	9,342	25,000	25,130	22,400	(2,600)	-10.4%	
5490001 - Othr Current Chgs&Obligat	26,427	13,280	17,248	29,820	24,900	25,500	(4,320)	-14.5%	
5490060 - Incentives & Awards	8,163	4,098	2,596	8,000	8,000	8,000	0	0.0%	
5496551 - Intgv Sv-Risk Financing	46,330	60,520	58,330	49,800	49,800	49,800	0	0.0%	
5510001 - Office Supplies Exp	6,491	8,209	7,375	11,500	11,500	11,500	0	0.0%	
5520001 - Operating Supplies Exp	13,024	15,189	15,197	16,690	14,690	21,560	4,870	29.2%	Materials for assessments and trainings
5520009 - Oper. Supplies-Computer	0	0	2,471	11,350	7,110	8,370	(2,980)	-26.3%	
5520098 - PC Purchases under \$5,000	35,108	34,569	15,906	23,750	27,010	39,410	15,660	65.9%	Based on the County's PC replacement program
5540001 - Bks,Pub,Subscrip&Membrshps	12,383	11,170	11,702	11,910	11,720	11,660	(250)	-2.1%	
5550001 - Training&Education Costs	9,065	3,658	9,847	30,000	28,900	34,600	4,600	15.3%	Increase due to increased cost of annual conferences
Operating Total	234,095	207,730	205,619	312,760	336,820	347,180	34,420	11.0%	
5640001 - Machinery And Equipment	0	0	0	0	5,820	0	0		
Capital Outlay Total	0	0	0	0	5,820	0	0		
Expenditures Total	4,088,704	3,856,100	3,920,379	4,669,540	3,972,550	4,801,300	131,760	2.8%	

Human Resources Organization Chart



Human Resources Organization Chart

Unified Personnel System Board

Administration

Peggy Rowe, Interim Director
Maria Ciro, Assistant Director

Contracts, Budget, Logistics

Danielle Holland, Department Administrative Manager
Bryant Jasper-Williams, Contract Administration Coordinator
Kelli Hamilton, Business Support Specialist 2

Benefits, Retirement, & Wellness

Benefits, Retirement

Kelly Faircloth, HR Officer
Karla Cook, HR Consultant
Natalie Ingham, HR Analyst
Christine Gauger, HR Technician
Ashley Jackson, HR Technician

Wellness

Jane Grannis, HR Consultant Senior
Cole Martin, HR Technician

Communications and Outreach

Communications, Volunteer Services, Recognition & Awards
Irena Karolak, HR Officer

Communications

Camille Evans, HR Specialist
Breanne O'Leary, HR Specialist

Volunteer Services

Cantrece Harmon, HR Technician
Sarah Markofski, Special Projects Assistant

Organizational and Talent Development

Leadership Development, Learning Opportunities, Organizational Culture

Audrey Savas, HR Officer
Katie Sawyer, HR Consultant
Kevin Connelly, HR Analyst
Violet Wike, HR Technician

Planning and Performance

Employee Relations, HR Business Partners, Strategic Planning, Performance Management

Missy Kracher, HR Consultant
Michelle Musser, HR Consultant
Maria Roberts, HR Consultant
Jim Valliere, HR Consultant

Workforce Strategy

Recruitment, Classification, Employee Onboarding, Employee Records, HR Analytics

Brennan Atwood, HR Officer

Recruitment & HRMS

Bertha Battle, HR Consultant
Rebecca Geiger, HR Consultant
Noemy Pita, HR Consultant
Gene Fields, HR Analyst
Lauren Bollinger, HR Specialist
Judy Breadon, HR Specialist
Evelyn Centeno, HR Technician

Classification & Compensation

Jack Loring, HR Consultant
Tywana McGee, HR Consultant
Jim Beaty, HR Analyst



HR Update: August (June/July 2023 Updates)

Scorecard (June – 37 responses)

Based on today's experience, how satisfied are you with HR?

June: 94.6%

Goal: 92.5%

YTD 2023: 97.2%

After interaction with HR personnel:

The representative was professional & courteous

June: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

June: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

June: 100%

Goal: 95%

YTD 2023: 100%

Benefits & Wellness

- Biometric Screening & Health Assessment in 2023:** The deadline to complete the biometric screening and health assessment is November 30, 2023, due to Quest's reporting schedule and year-end processing requirements. Employees are reminded to schedule their biometric screening now instead of waiting closer to the deadline. We are encouraging employees to take their health assessment now and not wait until they receive their biometric screening results. Employees planning to use the Physician Results Form should allow at least 5 weeks after uploading for processing prior to 11/30. We mailed out reminder postcards in July and plan to mail personalized letters in September along with other communications efforts.
- Eyeglasses Collection:** In partnership with EyeMed, our vision plan administrator, we are collecting used glasses (prescription and non-prescription glasses, sunglasses, and reader glasses) at collection sites across the County in the month of July. As part of their Donate for Good Program, EyeMed will donate \$5 to the OneSight EssilorLuxottica Foundation for every pair collected. Glasses still in good condition will be donated to the Lions Club, who cleans them and provides them to communities in need. We had an overwhelming number of donations.
- Mammogram Bus:** Employees can register for mobile mammograms in August at various worksite locations.

- **Hinge Health:** Employees and their adult dependents who are on the County medical plan now have access to Hinge Health's digital exercise (physical) therapy program for muscle and joint pain.

Communications & Outreach

- In partnership with BTS, we are launching the **MyPinellas SharePoint site** which is the new intranet site for Pinellas County employees. We are providing daily news updates for the site including employee spotlights, important due dates, courses, and events.
- The deadline to register and submit digital images of artwork for the **2023 Art Show** is September 8. The Art Show is open to employees, retirees, volunteers and interns, and their immediate family members. Winners are eligible for cash prizes totaling \$3,450 provided by the National Arts Program.
- A **retention supplement payout** of \$600 (before taxes) will be included in the August 4 paycheck to those employed from January 29 to July 29, 2023.
- The **Employee Voice biennial survey** is coming August 21 through September 11. We are hosting 3 webinars with Polco to help answer employees' questions.

Internal Happenings

- Posted the Executive Assistant position as an internal opportunity within HR.
- Posted the Wellness Technician position also.

Organizational & Talent Development (OTD)

- Leadership development programs continue at Human Services, Public Works, and Utilities.
- Another cohort of Boot Camp: Leadership Essentials began June 13 and ended July 27.
- Developed a learning opportunity entitled, "What Do You Need to Know to Be an Employee Advocate?", which is under review by the EAC Chair.
- From April through June, there were a total of 96 learning opportunities with 1,419 occupied seats.
- In the month of June, employees viewed 16,556 pages and spent 373 hours in ULearnIT's eLearning portal.
- The tuition spent for 106 employees for April through June was \$46,500 reaching a total of \$137,977 this fiscal year.

Planning & Performance

- Assisting the Tax Collector's Office with leadership development applicant evaluations.

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time-to-fill for June was 68 days.
- 59 new hires in June.
- 51 promotions made in June.
- June's annualized turnover was 16.32% with 44 separations.



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

The Human Resources Interim Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **May 21 through July 15, 2023**.

REVISION

Spec No.	Title	PG
02434	Environmental Specialist 3	C26

RECLASSIFICATION & REALLOCATION

Spec No.	Title	Old PG	New PG
10930	Ambulance Billing Compliance Manager	C25	E18

REVISION

Spec No.	Title	PG
16842	Section Manager 1	E26
16844	Section Manager 2	E29
16846	Section Manager 3	E31
16801	Engineer 2	E26
16840	Engineer 3	E28
16836	Engineering Section Manager-PE	E29

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
22721	Landside Operations Agent	Technicians	Classified	C17

PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
23038	Tax Collector Audit Compliance Specialist	C19	C20

TCO AUDIT

3	Upward Reallocation
1	Downward Reclassification
4	Total

UPWARD REALLOCATIONS

Position	Classification	Old PG	New PG
TCO/C6	Tax Collector Audit Compliance Specialist	C19	C20
TCO/C81	Tax Collector Audit Compliance Specialist	C19	C20
TCO/C16	Tax Collector Audit Compliance Specialist	C19	C20

DOWNWARD RECLASSIFICATION

Position	Old Classification	Old PG	New Classification	New PG
TCO/C162	Tax Collector Supervisor	C26	Tax Collector Property & Distribution Clerk	C17