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## UNIFIED PERSONNEL BOARD AGENDA

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Date: December 4, 2025

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 November 6, 2025

II. New Business

1. Revisions to Unified Personnel Board Policy 14: Workplace Violence Policy
2. Revisions to Personnel Rule 6: Discipline

III. Informational Items

1. Farewell to Ralph Reid
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board

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\* 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](mailto: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  
November 6, 2025 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ricardo Davis, Chair  
Ralph O. Reid IV, Vice-Chair  
Jeffery Kronschnabl  
Kenneth Peluso  
Mark Strickland

Not Present

Peggy O'Shea  
William Schulz II

Others Present

Lisa Arispe, Employees' Advisory Council Representative  
Wade Childress, Chief Human Resources Officer  
Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel  
Ashley Pabilonia, Board Reporter, Deputy Clerk  
Other interested individuals

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

**CALL TO ORDER**

Chair Davis called the meeting to order at 6:31 PM and led the Pledge of Allegiance.

**EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

Deviating from the order of the agenda, Chair Davis indicated that Ms. Arispe is not currently in attendance; and that the Board will return to the item if she arrives.

Later in the meeting, Ms. Arispe arrived and related that she is available to respond to any queries.

## **CITIZENS TO BE HEARD**

No one responded to Mr. Childress' call for citizens to be heard.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting Held October 2, 2025

Chair Davis indicated that this is a request for approval of the minutes for the regular Personnel Board meeting held on October 2; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Kronschnabl and carried unanimously.

## **NEW BUSINESS**

### Proposed Changes to the Employees' Advisory Council Bylaws

Chair Davis indicated that the next item is a request for approval of the proposed changes to the Employees' Advisory Council bylaws.

In response to a query by Mr. Peluso, Attorney Moore indicated that, in Ms. Arispe's absence, the members may skip this item and return to it later or engage in discussion and then vote; whereupon, Mr. Peluso made a motion to approve the language as stated in the proposed bylaws.

Responding to Mr. Reid's request for a presentation, Mr. Childress indicated that Ms. Arispe is requesting that EAC members be provided the option to attend meetings remotely, under specific circumstances; whereupon, Mr. Childress presented the following proposed conditions for remote participation, which were modeled after the process utilized by the Board of County Commissioners:

- Presence of a quorum at the in-person meeting location
- Member's inability to attend in-person due to illness, injury, or extraordinary circumstances
- Member's full attention and participation while in virtual attendance

Mr. Strickland referenced the second bullet in the proposed bylaw changes and pointed out a typographical error, noting that "in unable" should be modified to reflect "is unable"; whereupon, Mr. Peluso amended his motion to reflect "is unable", which was seconded by Mr. Reid and carried unanimously.

## **INFORMATIONAL ITEMS**

### Reappointments of the following Personnel Board Members for 2026-2027:

- Ralph O. Reid IV by the Employees' Advisory Council
- Mark Strickland by the Constitutional Officials

Chair Davis noted that Messrs. Reid and Strickland have been reappointed to the Personnel Board for the term of 2026-2027.

### Employee Voice Survey

Mr. Childress provided an update regarding the Employee Voice Survey, indicating that the survey was distributed in August; and that, across the County, approximately 67% of employees participated. He related that the survey results were received in October and subsequently distributed to the Appointing Authorities; and that staff is currently in the process of distributing the results to department directors; whereupon, Mr. Childress discussed next steps, including that HR will be requesting that directors share the survey results with their employees and schedule meetings with them to discuss strengths, weaknesses, and opportunities for improvement; and that employees will assist with the creation of action plans.

Mr. Childress indicated that the Survey reflected that the HR Department had a participation rate of 94%, as well as results that were slightly lower than the County average. He related that the results were distributed to HR employees; and that he met with them to discuss the results and identify strengths; whereupon, he discussed next steps, including the intent to create small work groups, divided by manager, so that employees can provide input, suggest action plans, and potentially offer to work on a committee for action plan implementation.

Thereupon, Mr. Childress indicated that he will report back to the Board with updates regarding the action plans and their implementation.

In response to a query by Mr. Reid, Mr. Childress indicated that he expects to return to the Board with an update within three months.

### HR Update

Mr. Childress indicated that he can answer any queries regarding the *HR Update or Actions Taken Under Authority Delegated by the Personnel Board*.

Deviating from the agenda, Mr. Reid queried as to whether there are any other items on the next UPB meeting agenda, aside from an appeal; whereupon, Mr. Childress briefly discussed an agenda item regarding a minor rule change related to the County's Workplace Violence Policy.


Responding to a query by Mr. Kronschnabl, Attorney Moore provided an overview of procedures associated with appeals, including details related to pre-hearing conferences and efforts to ensure an efficient hearing process; whereupon, brief discussion ensued.

## **ADJOURNMENT**

The meeting was adjourned at 6:47 PM.

**Human Resources**  
**Unified Personnel System**  
Wade Childress  
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: December 4, 2025

SUBJECT: Revisions to Unified Personnel Board Policy 14: Workplace Violence Policy

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**Recommendation:**

I recommend the changes to the Workplace Violence Policy described below and found in the attached document. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

**Background:**

Following the changes to the Open Carry Law, the policy now grants employees the same rights as citizens to carry firearms on Pinellas County property, except during and in the course of their official duties.

Please see changes below as well as highlighted in the attached copy of the policy.

Section III. Prevention, C., to delete the text shown in yellow strikethrough and add the text shown in red underline below:

- C. Employees are prohibited from possessing firearms or other deadly weapons ~~on County premises, in County vehicles or while on duty except~~ during and in the course of their official duties. This prohibition does not apply to firearms that are lawfully secured in an employee's privately owned motor vehicle as specifically provided in F.S. § Florida Statutes section 790.251 (Florida Statute). ~~Employees in possession of weapons on County premises or while on duty are subject to discipline up to and including termination.~~ Weapons can be any instrument which will cause bodily injury or death when used in its ordinary and usual manner. Instruments may also be considered weapons if they are used in a nonconventional, intimidating, or inappropriate manner. Exceptions to the above prohibition may be granted by Appointing Authorities after consultation with HR leadership for employees whose duties require them to carry such an item.

**Attachment:**

- Workplace Violence Policy redline version



## EMPLOYEE POLICIES & PROCEDURES

### UNIFIED PERSONNEL BOARD POLICY #14 **Workplace Violence Policy**

#### **I. Purpose**

Pinellas County is committed to ensuring a safe and secure work environment for all employees, customers, and visitors. Workplace violence is prohibited and will not be tolerated under any circumstances. This policy defines workplace violence, steps to prevent workplace violence, and outlines the responsibilities and procedures for reporting and addressing workplace violence.

#### **II. Definition**

- A. Workplace violence is any act or threat/expression of physical violence, or other disruptive conduct that has the purpose or effect of threatening or creating reasonable fear for the safety or well-being of individuals in the work environment. The work environment includes all Pinellas County properties and locations where employees are engaged in County business. It can affect and involve employees, customers, and visitors.
- B. Behaviors that violate this policy may include, but are not limited to:
  - 1. Knowingly or intentionally touching another person in a rude, insolent, or angry manner.
  - 2. Engaging in a course of conduct involving verbal, non-verbal or physical harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened.
  - 3. Communicating a threat to another person with intent to influence the other person to engage in conduct against their will or intentionally communicating a threat to another person resulting in fear or retaliation for a prior lawful act.
  - 4. Other harassing behaviors such as stalking or offensive gestures.
- C. The County will respond to any and all complaints alleging violent workplace conduct. If an employee feels they are a victim of violent workplace conduct, they should advise their supervisor, another management member, or Human Resources immediately. All reports will be investigated promptly and thoroughly, and appropriate actions will be taken.

### III. Prevention

- A. Every employee shares responsibility for creating and maintaining a culture of safety and respect, free of all forms of threatening or violent behaviors.
- B. This policy and its provisions to prevent and address incidents of workplace violence and any periodic necessary updates will be appropriately posted.
- C. Employees are prohibited from possessing firearms or other deadly weapons ~~on County premises, in County vehicles or while on duty except~~ during and in the course of their official duties. This prohibition does not apply to firearms that are lawfully secured in an employee's privately owned motor vehicle as specifically provided in F.S. § Florida Statutes section 790.251 (Florida Statute). ~~Employees in possession of weapons on County premises or while on duty are subject to discipline up to and including termination.~~ Weapons can be any instrument which will cause bodily injury or death when used in its ordinary and usual manner. Instruments may also be considered weapons if they are used in a nonconventional, intimidating, or inappropriate manner. Exceptions to the above prohibition may be granted by Appointing Authorities after consultation with HR leadership for employees whose duties require them to carry such an item.
- D. This Workplace Violence Policy is a guideline for managers who can best assist in developing plans specific to their needs and physical environment. Day-to-day operational security remains the department's responsibility.

### IV. Reporting Procedures

- A. Every employee is responsible for notifying management of any act or threats of workplace violence that they've witnessed, received, or have been told that another person has witnessed or received.
- B. In emergency situations where there is an immediate threat of bodily harm, employees will notify law enforcement by calling 9-1-1 and then notify management.
- C. Any employee who is aware of, or suspects, a violation of this policy must report the violation or incident to their supervisor/manager or to Human Resources.
- D. Employees who are aware of threats, or potential threats, from members of the public that impact or involve the work environment must report this to their supervisor or manager as soon as possible. Departments are responsible for addressing threats from the public. However, Human Resources Employee Relations should be consulted to assist with accessing resources and support services.
- E. Any supervisor, manager or administrator who receives a report of intimidation, threats, or acts of violence shall take appropriate actions needed to protect the immediate safety of employees, document the incident, and ensure investigation of such reports. This includes consulting with Human



Resources Employee Relations which may review and further investigate the suspected violation.

- F. Human Resources Employee Relations will coordinate with management and other subject matter experts to perform an in-depth assessment and determine appropriate safety measures during an investigation. Investigations will be prompt, thorough, and document the findings to determine if a violation of this policy has occurred. Based on the nature of the threat and findings of the investigation, recommendations will be coordinated with management to ensure immediate concerns are addressed and, if applicable, follow-up actions to support the prevention of future incidents of workplace violence.
- G. Employees who are experiencing or have been threatened with domestic or non-employment related violence of any type are referred to the Employee Assistance Program for assistance. If an employee believes that they are in danger at the work site, they must notify their department's management. If the situation escalates, individuals may be able to secure an injunction order from the Court. Information on filing an injunction for protection is available on the Clerk of the Circuit Court and Comptroller website. Employees who have court ordered restraining orders shall notify department management so that security at the work site can be assessed. In the case where an employee has not secured a court order but fears for their safety, the employee should notify law enforcement immediately and inform their supervisor as soon as practical.

#### **V. Retaliation Prohibited**


No employee shall be retaliated against in their employment for truthfully reporting perceived intimidation, threats, acts of violence, or for any other potential violation of this policy.

#### **VI. Employee Assistance Program (EAP)**

All employees are urged to use the confidential services of the EAP in dealing with emotional response to workplace violence and supporting affected employees. EAP is available to employees and their family members 24/7. Look for contact information on the Human Resources website.

**Human Resources**  
**Unified Personnel System**  
Wade Childress  
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: December 4, 2025

SUBJECT: Revisions to Personnel Rule 6: Discipline

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**Recommendation:**

I recommend the changes to Personnel Rule 6: Discipline described below and found in the attached document. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

**Background:**

The rule has been updated to reflect recent changes in the Open Carry Law and to align with revisions to the Unified Personnel Board Policy 14: Workplace Violence Policy.

Please see changes below as well as highlighted in the attached copy of the Personnel Rule.

Disciplinary Guidelines and Disciplinary Action Ranges: Category E. Violation of Workplace Violence Policy, to delete the text shown in yellow strikethrough and add the text shown in red underline below:

~~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.~~

Unauthorized possession or exhibition of a firearm or deadly weapon

Attachment:

- Personnel Rule 6 Redline Version



## **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. Level 4 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

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**

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:

<b>Type of Action</b>	<b>Minimum Time Active</b>
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 Chief Human Resources Officer 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 Chief Human Resources Officer. Failure of an employee to timely file such written request with the Chief Human Resources Officer 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 A. Poor Performance	Infraction <i>Select the infraction(s) that apply.</i>	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	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



<b>Category</b> B. Attendance	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
<b>Category</b> C. Insubordination	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
<b>Category</b> E. Violation of Workplace Violence Policy <i>(NOTE: Letter D was omitted as previous infraction numbers began with D)</i>	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	Physically fighting while on duty	Level 3 to Level 4	Level 4	n/a	n/a

	<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 designee, or</p> <p>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.</p> <p><u>Unauthorized possession or exhibition of a firearm or deadly weapon</u></p>	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
<b>Category</b> F. Property or Equipment Damage/ Misuse	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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

<b>Category</b> G. Negligence/Poor Judgement	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
<b>Category</b> H. Intentional Falsification of Records	<b>Infraction</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	Falsification of work-related documents and records or employment application	Level 3 to Level 4	Level 4	n/a	n/a
<b>Category</b> I. Theft	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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

<b>Category</b> J. Violation of Drug-Free Workplace Policy or Alcohol and Controlled Substance Testing Policy for Commercial Motor Vehicle Drivers	<b>Infraction</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	Violation of Drug-Free Workplace Policy or Alcohol and Controlled Substance Testing Policy for Commercial Motor Vehicle Drivers	Level 3 to Level 4	Level 4	n/a	n/a
<b>Category</b> K. The Employee Has Engaged in Conduct Unbecoming of an Employee of the County	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
	Unauthorized distribution, solicitation, or sales.	Level 1 to Level 2	Level 2 to Level 3	Level 4	n/a

<b>Category</b> L. Conduct/Behavior	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
<b>Category</b> M. Arrests/Charges/ Convictions of a Felony while Employed	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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

<b>Category</b> N. Failure to Meet Certification/Licensure Requirements	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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
<b>Category</b> O. Secondary Employment	<b>Infraction</b> <i>Select the infractions that apply.</i>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth Infraction</b>
	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



## HR Update for December (November 2025 Updates)

### HR Updates

- New Employees – Welcomed new Recruiter, Sasha Anderson, and new Learning & Development Consultant, Kate Mamot.

### Benefits & Wellness

- Annual Enrollment Wrap-Up – We had a successful Annual Enrollment. A total of 3,131 employees completed their enrollment and only 122 did not. Those who did not complete their enrollments will be allowed to attest to tobacco use, but all other benefits will roll over, with the exception of FSAs and Annual Leave Exchange.
- New FMLA and Disability Vendor – Effective Jan. 1, 2026, Reliance Matrix will be our new vendor for Family and Medical Leave Act (FMLA) and disability. An RFP process took place earlier this year, and Reliance emerged as the top choice, with the ability to enhance the employee experience, streamline claims processing, and improve service quality with expanded online tools and better communication processes. There will be no disruption to leaves that begin in 2025 and end in 2026. We will have more information including steps to apply for a leave, FAQs, and more, coming soon.
- New FSA Vendor – Effective Jan. 1, 2026, the FSA administrator is changing from TASC to P&A Group. There are no program changes.
- New Roth Deferred Compensation Option – Began communication with an email to all employees on Nov. 10 about the new Roth deferred compensation option effective Jan. 1, 2026. We hosted 2 webinars for employees to learn more.
- Biometric Screening & Health Assessment – Employees who had not completed both steps received a phone call on Oct. 28 and a reminder email on Nov. 20. They had until Nov. 30 to complete these steps.

### Employee Communications & Volunteer Services

- Overtime Pay: Tax Exemption – Developed a webpage to inform employees of the recent legislation allowing employees to claim a federal income tax deduction for a portion of their qualified overtime earnings for tax years 2025 through 2028.
- Employee Voice Survey Results – Results for the Unified Personnel System were shared in the November edition of the *Pen*.
- Veteran Employee Spotlights – We highlighted over 50 employees who are veterans in the November edition of the *Pen*. Each employee shared their thoughts on what Veterans Day means to them.

### Employee Relations/Business Partners

- Random and Pre-Employment Drug Testing – Safety & Emergency Services will begin random and pre-employment drug testing in January. Maria is hosting town halls to answer employee questions.



- EAC Election – The EAC Election Committee met with Missy to review the nomination process leading up to the creation of the ballots. Elections are being held in BCC Group 2 and BCC Group 6. Voting takes place December 1 to 12.
- Employee Voice Survey – The Business Partners are beginning to analyze Employee Voice Survey results to assist departments with celebratory and improvement opportunities.

### **Learning & Development**

- Needs Assessment – Meeting with department directors, in partnership with the Business Partners, to conduct a comprehensive needs assessment for the 2026 Learning & Development strategy, focusing on skill gaps, leadership development needs, career growth priorities, and department-specific training requirements.
- Effective Presentation Skills Workshop – Successfully piloted an Effective Presentation Skills workshop for 13 employees, incorporating participant feedback, and will offer ongoing sessions as part of the 2026 training calendar.
- Virtual De-Escalation Course – Created an on-demand virtual course to equip employees with practical tools to calm tense situations and communicate with empathy under pressure. The course blends psychology, self-regulation skills, policy explanation techniques, and safety protocols. It is self-paced and takes about 30 minutes to complete. Supervisor approval is required to enroll.

### **HR Operations & Recruitment (HRIS / Classification & Compensation / Contracts, Budget & Logistics)**

- Job Fair – We will be hosting a Countywide job fair on Jan. 30. The event will provide an opportunity for potential candidates to meet with hiring managers and recruiters to learn more about the opportunities with Pinellas County.
- Employment statistics for October are:
  - Time to fill: 80.67 days
  - New hires: 33
  - Promotions: 26
  - Separations: 37 (8 terminations, 1 death, 9 retirements and 19 resignations)
  - County-wide year-to-date annualized turnover is 12.7% and the rolling 12-month turnover is 13.6%.
  - Human Resources department's rolling 12-month turnover is 8.8% as of the end of October.



**Chief Human Resources Officer**  
**Action Taken Under Authority Delegated by the Unified Personnel Board**

The Chief Human Resources Officer, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **November 3, 2025 through November 28, 2025**.

**ADDITION**

<b>Spec No.</b>	<b>Title</b>	<b>EEO4 Code</b>	<b>OT Code</b>	<b>PG</b>
10792	SES Records Technician	Admin Support	Classified	C20
21892	DNA Analyst Lead CODIS Administrator	Professionals	Exempt	E22

**REVISIONS**

<b>Spec No.</b>	<b>Title</b>	<b>PG</b>
18504	CCC Mail Courier	C13

**REVISION AND PAY GRADE CHANGE**

<b>Spec No.</b>	<b>Title</b>	<b>Old PG</b>	<b>New PG</b>
10790	911 Records Technician	C16	C18