



UNIFIED PERSONNEL BOARD AGENDA

Date: August 6, 2026

Time: 2:00 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 July 9, 2026

II. New Business

1. Revisions to Personnel Rule 6: Discipline

III. Informational Items

1. Revisions to Anti-Harassment Policy
2. HR Update

IV. Appeal of Termination

1. Michael Newton v. Pinellas County Public Works

* 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) 464-4880. 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
July 9, 2026 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:34 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Ricardo Davis, Chair
Kenneth Peluso, Vice-Chair
Craig Bostock
Sabina Soler
Mark Strickland

Not Present

Jeffery Kronschnabl
William Schulz II

Others Present

Wade Childress, Chief Human Resources Officer
Lisa McMurray, Employees' Advisory Council Representative
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 6:34 PM and led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one responded to the Chair's call for citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. McMurray welcomed Ms. Soler and thanked her for accepting the Board member position.

Referring to a policy document that she distributed to the members, Ms. McMurray indicated that the term “final written warning” is being changed to a third level written warning due to departments utilizing more than one warning; that she has worked with various staff to finalize the language; and that the members will formally receive the language change next month; whereupon, Mr. Childress added that legal counsel for the County’s Risk Management Department requested that additional language be added to the version provided by Ms. McMurray, which resulted in the item being scheduled for consideration at the next meeting rather than the current meeting.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held April 16, 2026

Chair Davis indicated that the next item on the agenda is a request for approval of the minutes for the regular UPB meeting held on April 16, 2026; whereupon, Mr. Peluso made a motion, which was seconded by Mr. Bostock and carried unanimously.

INFORMATIONAL ITEMS

Introduction of Sabina Soler, Unified Personnel Board Member

Mr. Childress introduced Ms. Soler as the newest Board member and EAC appointee; whereupon, she provided brief comments regarding her background and experience.

HR Updates

Mr. Childress noted that the agenda includes three months of accumulated *HR Updates*; and that he would be happy to answer any questions from the members.

Action Taken Under Authority Delegated by the Personnel Board

Addressing the new Board members, Mr. Childress explained that this standing agenda item provides a summary of personnel actions taken by Human Resources under authority delegated by the UPB.

Deviating from the agenda, Mr. Childress briefly discussed the agenda for next month’s meeting, which includes an appeal, a review of the policy described by Ms. McMurray, and a presentation by the Office of Human Rights regarding a new policy being implemented.

ADJOURNMENT

The meeting was adjourned at 6:39 PM.

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

FROM: Wade Childress, Chief Human Resources Officer 

DATE: August 6, 2026

SUBJECT: Revisions to Personnel Rule 6: Discipline

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 EAC Chair requested to remove the word "Final" from the Level 3 Final Written Warning Notification in Personnel Rule 6: Discipline, due to the confusion the word 'final' created for some employees. Removing the word 'final' doesn't change the intention of or impact of the Level 3 Written Warning.

Also, per Risk Management counsel, we added two infractions to the Disciplinary Guidelines and Disciplinary Action Ranges related to the Alcohol and Controlled Substance Testing Policy for Commercial Vehicle Drivers and failure to meet certification/licensing requirements. Risk Management currently runs motor vehicle driving records for all employees required to drive a County vehicle and will begin to run pre-employment motor vehicle records. An employee's consent is required to obtain the records and failure to provide the consent would violate the policy.

Updates:

Please see the Personnel Rule 6 changes summarized below and detailed in the attached document:

Multiple locations (example from section C.2.c. shown below) to remove the text shown in yellow strikethrough and add the text shown in red underline:

c. Level 3 - ~~Final~~ Written Warning/Notification

~~Final~~ Level 3 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).

Disciplinary Guidelines and Disciplinary Action Ranges: Category J. Violation of Drug-Free Workplace Policy or Alcohol and Controlled Substance Testing Policy for Commercial Vehicle Drivers to add the text shown in red underline below:

Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
<u>Failure to timely register in the Commercial Driver's License Drug and Alcohol Clearinghouse and failure to provide or withdrew necessary consents for the County to obtain motor vehicle records</u>	<u>Demotion or Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

Disciplinary Guidelines and Disciplinary Action Ranges: Category N. Failure to Meet Certification/Licensure Requirements to add the text shown in red underline below:

Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
<u>The employee is required to operate a motor vehicle as an essential function of the job and failed to provide or withdrew the necessary consents for the County to obtain motor vehicle records.</u>	<u>Demotion or Level 4</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>

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~~ Level 3 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~~ Level 3 Written Warnings require a pre-disciplinary hearing. ~~The Final Written Warning/Notification~~ and 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:

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 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

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 (NOTE: Letter D was omitted as previous infraction numbers began with D)	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

	Unauthorized possession or exhibition of a firearm or deadly weapon	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 or Alcohol and Controlled Substance Testing Policy for Commercial Motor Vehicle Drivers	Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
	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
	<u>Failure to timely register in the Commercial Driver's License Drug and Alcohol Clearinghouse and failure to provide or withdrew necessary consents for the County to obtain motor vehicle records</u>	<u>Demotion or Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

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
	Unauthorized distribution, solicitation, or sales.	Level 1 to Level 2	Level 2 to Level 3	Level 4	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
	<u>The employee is required to operate a motor vehicle as an essential function of the job and failed to provide or withdrew the necessary consents for the County to obtain motor vehicle records.</u>	<u>Demotion or Level 4</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
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



Betina Baron, Director

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

FROM: Betina Baron, Office of Human Rights Director

DATE: August 6, 2026

SUBJECT: Revisions to Anti-Harassment Policy

The Office of Human Rights (OHR) is responsible for enforcing the County's civil and human rights protections through the investigation of complaints involving discrimination in employment, housing, and public accommodations. OHR also administers the County's Wage Theft Ordinance and Recovery Program and is responsible for administering and enforcing the County's Anti-Harassment Policy.

The Anti-Harassment Policy applies to all County departments, and all employees receive standard training on the policy provided by OHR. OHR is responsible for investigating alleged violations of the policy.

The Pinellas County Anti-Harassment Policy has been updated to more closely align with current federal guidance and legal standards governing workplace harassment while reinforcing the County's commitment to maintaining a workplace free from harassment and discrimination.

The Office of Human Rights Board (HRB) approved the revised policy language on September 9, 2025. The policy was subsequently reviewed by the Appointing Authorities on July 1, 2026.

Attachments:

- Anti-Harassment Policy redline version
- Anti-Harassment Policy clean version

Thank you.

PLEASE ADDRESS REPLY TO:
Pinellas County Office of Human Rights
400 South Fort Harrison Avenue, 5th Floor
Clearwater, Florida 33756
PHONE: (727) 464-4880
FAX: (727) 464-4157
TDD: (727) 464-4062
pinellas.gov/department/office-of-human-rights



EMPLOYEE POLICIES & PROCEDURES

Pinellas County Unified Personnel System Anti-Harassment Policy

4. General:

The Pinellas County Unified Personnel System is comprised of employees under the Board of County Commissioners, Constitutional officers, with the exception of the Sheriff, and various other Appointing Authorities. For purposes of this policy, "Pinellas County" refers to all Appointing Authorities under the Unified Personnel System.

~~It is the policy of Pinellas County to maintain a work environment free from verbal or physical conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile environment based on one's race, color, national origin, religion, gender (including gender identity or gender expression and sexual harassment), sexual orientation, disability, pregnancy, age, political affiliation, military status, or any other characteristic protected by federal, state or local law.~~

It is the policy of Pinellas County to maintain a work environment free of discrimination, harassment, or abusive conduct based on race, color, religion, age, genetic information, pregnancy, sex (including sexual orientation and gender identity), national origin, disability, military status, marital status, political affiliation, or any other characteristic protected by federal, state, or local law. Discrimination, harassment, and abusive conduct (verbal or nonverbal abuse that is threatening, insulting, or humiliating, such as nicknames, or other derogatory comments) will not be tolerated.

To ensure a comfortable work environment, this policy prohibits discrimination, harassment, and abusive conduct that impacts the workplace, no matter where or in what medium or forum it occurs. Any discrimination, harassment, and offensive, unwelcome, or abusive conduct, including conduct of a sexual nature, by anyone (including but not limited to, employees, members of the public, or suppliers/vendors) is prohibited.

Examples of prohibited conduct include, but are not limited to:

- ~~(1) — unwanted physical contact or offensive conduct of a sexual nature, including flirtations, advances, or propositions;~~
- ~~(2) — verbal harassment about an individual's gender or sexual interest, sexual innuendos, and offensive jokes or descriptions of personal sexual conduct;~~
- ~~(3) — demeaning, degrading, or insulting comments about a person's physical appearance or any characteristic enumerated above;~~
- ~~(4) — displaying photos or other media which are demeaning, insulting, intimidating, or sexually suggestive; and~~
- ~~(5) — demeaning, insulting, sexually suggestive, or otherwise offensive written, recorded, or electronically transmitted messages.~~

- Discrimination based on a protected characteristic (refusing to hire or imposing discipline on an individual, adversely affecting an individual's compensation, terms, conditions, or privileges of employment, or otherwise limiting an individual's employment status or opportunities because of the individual's protected characteristic).
- Unwelcome or unwanted advances, requests, demands for favors (sexual advances, flirting, hugging, cornering, kissing, touching/brushing up against, requests for dates or sexual favors regardless of whether the employee's job is or could be impacted), or any other unwelcome or intimidating conduct.
- Offensive or inappropriate comments containing slurs, negative stereotypes, sexual comments, or any other offensive comments oriented toward a protected category, or other characteristic (jokes, whistling, inappropriate comments about body or appearance, or comments related to protected characteristic), in any medium).
- Offensive conduct or visual displays (leering, gestures, emojis (including GIFs), pranks, or displaying objects, pictures, cartoons, or any items that are obscene, sexually suggestive, or oriented toward a protected category or other characteristic).

Respectful, non-coercive interactions are not considered abusive or harassing if welcomed by both parties. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Further, the following can be as serious (or even more serious) than the conduct itself and is also prohibited:

- Ignoring/not reporting discrimination, abusive conduct, or harassment, or treating it as a joke;
- Being dishonest, interfering with, or refusing to cooperate during an investigation of an alleged violation of this policy; and/or
- Retaliation, harassment, discrimination, or intimidation against anyone who resists, opposes, or complains of conduct prohibited by this policy, or against anyone who participates in an investigation of such conduct.

Abusive conduct or harassment can be virtually impossible to detect unless the offensive conduct is reported to the correct employee.

2. Reporting:

- An employee who believes they are subjected to conduct prohibited by this policy must report such conduct as soon as possible to the Director of the Office of Human Rights (OHR) at (727) 464-4880. OHR will notify the, the Chief Human Resources Officer at HRexecoffices@pinellas.gov, or supervisors or managers identified by their Appointing Authority to accept such reports and appropriate Board Chair or Vice Chair if necessary (though no discipline shall be imposed for failure to do so).
- If a any supervisor or, manager, or Appointing Authority becomes aware that harassment or discrimination prohibited conduct is occurring, either from personal observations or as a result of an employee coming forward, or receives a report of prohibited conduct, the supervisor or manager they must immediately report it

to OHR, or, if an employee of OHR is the subject of the complaint, Human Resources.

- Employees also remain free to report alleged illegal harassment or discrimination to the Equal Employment Opportunity Commission or the Florida Commission on Human Relations.

Employees who bring a complaint under this policy will be treated courteously, and complaints will not be used against them or have an adverse effect on their employment. Complaints are handled as swiftly as practical and in accordance with the complaint process for Investigating Complaints of Discrimination and Harassment pursuant to the Anti-Harassment Policy.

Pinellas County Anti-Harassment Policy

3. Investigation and Discipline:

- a. Allegations shall be treated seriously, and investigated promptly by OHR.
- b. Employees not satisfied with how their complaint is resolved **also** remain free to report such activity to the appropriate agency, including but not limited to, the Equal Employment Opportunity Commission or Florida Commission on Human Relations.

This policy will be appropriately posted by Human Resources in an accessible format on the Pinellas County website. Employees may request a copy of this policy from Human Resources or OHR.

Pinellas County Office of Human Rights Process for Investigating Complaints of Discrimination and Harassment pursuant to the Anti-Harassment Policy for All Employees Under the Unified Personnel System

1. Investigation and Discipline

- a. Allegations will be treated seriously and investigated promptly by OHR.
- b. Upon request or receipt of a report of a complaint, and if OHR has the authority to, and the employee wishes to, OHR will conduct an internal investigation. The employee will need to submit a signed formal complaint for review. After the complaint is signed by the employee, the OHR Director will review the complaint. If the complaint, on its face, alleges a violation of this policy, then OHR will promptly begin an investigation within five days. OHR will send a copy of the complaint to the Appointing Authority (or the Department Director) who supervises the parties involved in the complaint and to the County Attorney or its designee. The Appointing Authority (or the Department Director) will be asked to submit a written response to the complaint within three calendar weeks.
- c. Once OHR commences an investigation under this policy, they will work with the Appointing Authority or Department Director to assure **that** the complainant and alleged **harasser** violate interact only to the extent that business necessity dictates if complete separation of the parties during the pendency of any investigation proves impractical. However, no adverse action will be taken against a complaining employee **in order** to accomplish this separation.
- d. In the event an Appointing Authority who reports to a Board has been accused of

harassment, OHR ~~shall~~ will consult with the Chair of said Board to determine how best to accomplish separation during the pendency of the investigation.

- e. ~~Allegations against a Commissioner, Constitutional Officer, or anyone in OHR shall be forwarded by OHR to the Equal Employment Opportunity Commission or Florida Commission on Human Relations for investigation.~~
- e. To ensure fairness to all parties, an investigation will be conducted in a ~~confidential~~ manner as confidential as possible, ~~and include~~ including the taking of oral and written statements from all parties involved and any witnesses. Any alleged ~~harasser~~ violation will be provided the opportunity to respond to allegations of harassment.
- f. Investigations conducted under this policy are separate and distinct from other ongoing investigations. OHR will only investigate the allegations as formalized in the signed complaint, unless amended to include additional allegations.
- g. The OHR Investigator will request documents, interview witnesses, and obtain any other information that would be pertinent to the issue of whether the employee was discriminated against or harassed in violation of the Anti-Harassment Policy.
- h. At the conclusion of the investigation, the OHR Investigator will submit a written investigative report to the OHR Director. OHR will issue a finding of Cause or No Cause for violation(s) of this policy based upon the findings submitted in the investigative report. The investigation will be closed upon issuance of the final finding. A copy of the findings will be issued to the parties. All findings are final, and determinations cannot be appealed.
- i. The OHR Director will share the investigative report with the Appointing Authority (or the Appointing Authority's governing board) and the Department Director (if applicable), who supervises the parties involved in the complaint, the Chief Human Resources Officer, the County Attorney's office, and the employee who initiated the complaint. Upon receiving the investigative report and the final determination, the Appointing Authority (or the Appointing Authority's governing board) must take prompt corrective action when necessary to remedy prohibited conduct and prevent it from occurring in the future.
- j. It is the intention of OHR to complete the investigation within 60 days of the date that the employee signs an internal charge, or within 60 days of the date that the supervisor or manager requests the investigation. However, each investigation is fact and legal specific and may exceed the intended time frame. If OHR does not complete the investigation within 60 days, OHR will notify the parties.
- k. Violations of this policy may result in discipline up to and including termination, at the sole discretion of the Appointing Authority (or the Appointing Authority's governing board). All disciplinary actions against the violator are at the discretion of the Appointing Authority.
- l. In the event the alleged violator is no longer employed by the County, OHR will discontinue the investigation and issue an official termination notice.

2. Cooperation with an Investigation and Prohibition Against Retaliation

- a. Any refusal by an employee to participate in an investigation initiated under this policy by the designated County official, after being advised that statements made and evidence gathered as a result are not admissible in a criminal proceeding, ~~shall~~ will be considered a violation of ~~this policy and Unified Personnel System Rule 6. There shall be no retaliation for participating in an investigation of alleged harassment.~~
- ~~h. Violations of this policy may result in discipline up to and including termination.~~
- b. Employees, Witnesses, and Management are informed that retaliation against a person for reporting/opposing alleged discrimination or harassment in the workplace, or for cooperating as a witness, is prohibited. Retaliatory conduct is a violation of the Anti-Harassment Policy.

3. EEOC and FCHR

- a. Employees remain free to report such allegations of discrimination or harassment to the Equal Employment Opportunity Commission (EEOC) or the Florida Commission on Human Relations (FCHR).
- b. Allegations against a Commissioner, Appointing Authority, Constitutional Officer can report such conduct to the Director of the Office of Human Rights (OHR) at (727) 464-4880, or the Chief Human Resources Officer at HRexecoffices@pinellas.gov. The Director of the Office of Human Rights or the Chief Human Resources Officer must notify the County Attorney's Office of any such complaints. All complaints will be forwarded to the EEOC or FCHR for investigation.

For reasonable accommodation requests relating to this investigative process, please contact:

Director of the Office of Human Rights
Office of Human Rights
400 S. Fort Harrison Ave., 5th Floor
Clearwater, FL 33756
Hours: Monday – Friday 8 a.m.-5 p.m.
Email: accommodations@pinellas.gov
PH: (727) 464-4880
FAX: (727) 464-4157
TDD: (727) 464-4062

We ask that these requests be made at least three (3) business days in advance.



EMPLOYEE POLICIES & PROCEDURES

Pinellas County Unified Personnel System Anti-Harassment Policy

General:

The Pinellas County Unified Personnel System is comprised of employees under the Board of County Commissioners, Constitutional officers, with the exception of the Sheriff, and various other Appointing Authorities. For purposes of this policy, "Pinellas County" refers to all Appointing Authorities under the Unified Personnel System.

It is the policy of Pinellas County to maintain a work environment free of discrimination, harassment, or abusive conduct based on race, color, religion, age, genetic information, pregnancy, sex (including sexual orientation and gender identity), national origin, disability, military status, marital status, political affiliation, or any other characteristic protected by federal, state, or local law. Discrimination, harassment, and abusive conduct (verbal or nonverbal abuse that is threatening, insulting, or humiliating, such as nicknames, or other derogatory comments) will not be tolerated.

To ensure a comfortable work environment, this policy prohibits discrimination, harassment, and abusive conduct that impacts the workplace, no matter where or in what medium or forum it occurs. Any discrimination, harassment, and offensive, unwelcome, or abusive conduct, including conduct of a sexual nature, by anyone (including but not limited to, employees, members of the public, or suppliers/vendors) is prohibited.

Examples of prohibited conduct include, but are not limited to:

- *Discrimination based on a protected characteristic* (refusing to hire or imposing discipline on an individual, adversely affecting an individual's compensation, terms, conditions, or privileges of employment, or otherwise limiting an individual's employment status or opportunities because of the individual's protected characteristic).
- *Unwelcome or unwanted advances, requests, demands for favors* (sexual advances, flirting, hugging, cornering, kissing, touching/brushing up against, requests for dates or sexual favors regardless of whether the employee's job is or could be impacted), or any other *unwelcome or intimidating conduct*.
- *Offensive or inappropriate comments* containing slurs, negative stereotypes, sexual comments, or any other offensive comments oriented toward a protected category, or other characteristic (jokes, whistling, inappropriate comments about body or appearance, or comments related to protected characteristic), in any medium).
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- Ignoring/not reporting discrimination, abusive conduct, or harassment, or treating it as a joke;
- Being dishonest, interfering with, or refusing to cooperate during an investigation of an alleged violation of this policy; and/or
- Retaliation, harassment, discrimination, or intimidation against anyone who resists, opposes, or complains of conduct prohibited by this policy, or against anyone who participates in an investigation of such conduct.

Abusive conduct or harassment can be virtually impossible to detect unless the offensive conduct is reported to the correct employee.

Reporting:

- An employee who believes they are subjected to conduct prohibited by this policy must report such conduct as soon as possible to the Director of the Office of Human Rights (OHR) at (727) 464-4880, the Chief Human Resources Officer at HRexecoffices@pinellas.gov, or supervisors or managers identified by their Appointing Authority to accept such reports.
- If any supervisor, manager, or Appointing Authority becomes aware that prohibited conduct is occurring, or receives a report of prohibited conduct, they must immediately report it to OHR, or, if an employee of OHR is the subject of the complaint, Human Resources.
- Employees also remain free to report alleged illegal harassment or discrimination to the Equal Employment Opportunity Commission or the Florida Commission on Human Relations.

Employees who bring a complaint under this policy will be treated courteously, and complaints will not be used against them or have an adverse effect on their employment. Complaints are handled as swiftly as practical and in accordance with the complaint process for Investigating Complaints of Discrimination and Harassment pursuant to the Anti-Harassment Policy.

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Pinellas County Office of Human Rights Process for Investigating Complaints of Discrimination and Harassment pursuant to the Anti-Harassment Policy for All Employees Under the Unified Personnel System

1. Investigation and Discipline

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- c. Once OHR commences an investigation under this policy, they will work with the Appointing Authority or Department Director to assure that the complainant and alleged violator interact only to the extent that business necessity dictates if complete separation of the parties during the pendency of any investigation proves impractical. However, no adverse action will be taken against a complaining employee to accomplish this separation.
- d. In the event an Appointing Authority who reports to a Board has been accused of harassment, OHR will consult with the Chair of said Board to determine how best to accomplish separation during the pendency of the investigation.
- e. To ensure fairness to all parties, an investigation will be conducted in a manner as confidential as possible, including the taking of oral and written statements from all parties involved and any witnesses. Any alleged violator will be provided the opportunity to respond to allegations of harassment.
- f. Investigations conducted under this policy are separate and distinct from other ongoing investigations. OHR will only investigate the allegations as formalized in the signed complaint, unless amended to include additional allegations.
- g. The OHR Investigator will request documents, interview witnesses, and obtain any other information that would be pertinent to the issue of whether the employee was discriminated against or harassed in violation of the Anti-Harassment Policy.
- h. At the conclusion of the investigation, the OHR Investigator will submit a written investigative report to the OHR Director. OHR will issue a finding of Cause or No Cause for violation(s) of this policy based upon the findings submitted in the investigative report. The investigation will be closed upon issuance of the final finding. A copy of the findings will be issued to the parties. All findings are final, and determinations cannot be appealed.

- i. The OHR Director will share the investigative report with the Appointing Authority (or the Appointing Authority's governing board) and the Department Director (if applicable), who supervises the parties involved in the complaint, the Chief Human Resources Officer, the County Attorney's office, and the employee who initiated the complaint. Upon receiving the investigative report and the final determination, the Appointing Authority (or the Appointing Authority's governing board) must take prompt corrective action when necessary to remedy prohibited conduct and prevent it from occurring in the future.
- j. It is the intention of OHR to complete the investigation within 60 days of the date that the employee signs an internal charge, or within 60 days of the date that the supervisor or manager requests the investigation. However, each investigation is fact and legal specific and may exceed the intended time frame. If OHR does not complete the investigation within 60 days, OHR will notify the parties.
- k. Violations of this policy may result in discipline up to and including termination, at the sole discretion of the Appointing Authority (or the Appointing Authority's governing board). All disciplinary actions against the violator are at the discretion of the Appointing Authority.
- l. In the event the alleged violator is no longer employed by the County, OHR will discontinue the investigation and issue an official termination notice.

2. Cooperation with an Investigation and Prohibition Against Retaliation

- a. Any refusal by an employee to participate in an investigation initiated under this policy by the designated County official, after being advised that statements made and evidence gathered as a result are not admissible in a criminal proceeding, will be considered a violation of Unified Personnel System Rule 6.
- b. Employees, Witnesses, and Management are informed that retaliation against a person for reporting/opposing alleged discrimination or harassment in the workplace, or for cooperating as a witness, is prohibited. Retaliatory conduct is a violation of the Anti-Harassment Policy.

3. EEOC and FCHR

- a. Employees remain free to report such allegations of discrimination or harassment to the Equal Employment Opportunity Commission (EEOC) or the Florida Commission on Human Relations (FCHR).
- b. Allegations against a Commissioner, Appointing Authority, Constitutional Officer can report such conduct to the Director of the Office of Human Rights (OHR) at (727) 464-4880, or the Chief Human Resources Officer at HRexecoffices@pinellas.gov. The Director of the Office of Human Rights or the Chief Human Resources Officer must notify the County Attorney's Office of any such complaints. All complaints will be forwarded to the EEOC or FCHR for investigation.

For reasonable accommodation requests relating to this investigative process, please contact:

Director of the Office of Human Rights
Office of Human Rights
400 S. Fort Harrison Ave., 5th Floor
Clearwater, FL 33756
Hours: Monday – Friday 8 a.m.-5 p.m.
Email: accommodations@pinellas.gov
PH: (727) 464-4880
FAX: (727) 464-4157
TDD: (727) 464-4062

We ask that these requests be made at least three (3) business days in advance.



Human Resources

HR UPB Update for August (July 2026 Updates)

HR Update

- **Staffing Updates** – Shannon McMahon joined the team recently as a HR Ambassador. Maria Ciro's title is now Business Partner Director to accurately reflect her role.

Workday Software Platform Updates

- **Tobacco Premium** – Employees were notified that due to Workday implementation, no tobacco premium will be assessed in 2027 while HR evaluates the program's alignment with Workday. Employees will need to attest to their tobacco usage during Annual Enrollment this fall. This information will be used only to determine the rate if the employee participates in the Critical Illness voluntary benefit plan (non-tobacco users pay less). In 2028, an updated program is slated to be implemented.
- **Biometric Screening & Health Assessment** – Employees were notified that due to Workday implementation, no biometric screening or health assessment will be required to earn the preferred medical plan premium in 2027. We are assessing the program's alignment with Workday and an updated program is slated to be implemented in 2028. We are still offering free onsite biometric screenings at select locations for employees to get their bloodwork data.
- **Workday Implementation Timeline:**
 - October 12, 2026: Limited employee self-service goes live
 - October 26, 2026: Annual Enrollment in Workday starts
 - November 9, 2026: Annual Enrollment in Workday closes
 - January 2027: Timekeeping, timecards, leave requests, and other payroll functions go live
- **Employee Training** – We will offer multiple training formats, including instructor-led sessions, videos, and screenshot help guides starting in late September with departmental roadshows starting in August. There will be role-based training for employees. Resources will be available on-demand both before and after the launch. Change Champions and ambassadors are embedded throughout departments to assist their coworkers.

Benefits & Wellness

- **OnSpot Dermatology Bus** – New OnSpot Dermatology dates have been added, including July 24 in downtown Clearwater.
- **Mobile Mammograms** – AdventHealth's mammogram bus will be at 6 worksites in August and September. Employees can earn \$50/12,500 points in wellness rewards for a mammogram.
- **New Disability and FMLA Help Guides** – Reliance Matrix administers our disability and Family and Medical Leave Act (FMLA) benefits. We created 2 new Reliance Matrix help guides, one for supervisors and one for employees.

Employee Communications & Volunteer Services

- **AppXtender to OnBase** – AppXtender is the County's current document management system that stores records and documents for many County agencies. Records Management is currently in the process of configuring OnBase to replace AppXtender for document management. Training for employees who frequently use the software will be provided.
- **Okta to Microsoft** – Over the coming weeks, Pinellas County will begin transitioning from Okta to Microsoft for application sign-in. This change provides a more streamlined and secure sign-in experience while aligning with the County's Microsoft technology platform.

- **Safety Training** – Employees are encouraged to sign up for safety courses. Upcoming safety trainings in August and September include CPR/AED & Basic First Aid Certification Training, HAZWOPER Refresher, Heavy Truck Enhancement Training, and OSHA 10-Hour and 30-Hour trainings.
- **Employee Communications Survey** – We are planning to conduct a countywide Employee Communications Survey to better understand how employees prefer to receive information, what communication methods help them understand organizational changes, and how we can deliver timely, relevant, and effective communications across the County. The survey will help guide future communication strategies and ensure employees receive the information they need in the ways that work best for them. Survey dates will be announced once finalized.

Employee Relations

- **EAC Elections:** HR is assisting the Employees' Advisory Council (EAC) with the upcoming elections for BCC Group 3, BCC Group 4, BCC Group 5, BCC Group 7, Clerk South, Other Appointing Authorities, and Tax Collector. The election will run from November 30 to December 11.

Learning & Development

- **Upcoming Instructor-Led Courses** – Developed a flyer with upcoming instructor-led courses in July and August to assist employees in viewing the learning offerings. Course topics include communication, conflict management, mentoring and coaching, project management, and Microsoft Excel. We are also sending monthly emails to all employees with the upcoming courses.
- **LinkedIn Learning Demo** – We will present a demo during the EAC Delegates meeting in July of our new online learning platform, LinkedIn Learning. The platform offers easy access to thousands of resources to develop employees' skills and advance their career.
- **Leadership Academy: Emerging Leaders Pilot** – In September, we will launch a pilot of Emerging Leaders, which is part of the new Pinellas County Leadership Academy. This six-month program is for newly promoted first-time supervisors. It includes in-person workshops, self-paced learning, and practical leadership training to develop skills, confidence, and connections.
- **Supervisor Essentials** – Supervisor Essentials is replacing Boot Camp and will serve as the foundational learning component of the Pinellas County Leadership Academy. It will train supervisors on rules, policies, procedures, employment practices, and other essentials. Launching in early September, the training will be available on-demand, so supervisors can reference the materials at any time.

Recruitment

- **Recruitment Event** – The Recruitment team attended a Featured Employer Event hosted by CareerSource on Gulf to Bay Blvd. in Clearwater.

HR Technology, Compensation, & Operations

- Employment statistics for June are:
 - Time to fill: 67.2 days
 - New hires: 38
 - Promotions: 28
 - Separations: 39 (7 terminations, 10 retirements and 22 resignations)
 - County-wide year-to-date annualized turnover is 16.4% and the rolling 12-month turnover is 14.5%.
 - Human Resources department's rolling 12-month turnover is 11.1% at the end of June.