PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES

RECEIVED
NOV 25 2026

SPECIAL MEETING AGENDA
December 2nd, 2026, 6:00 pm

Becky Earnest
Chairman

Toni Beatty
Asst. Treasurer

Ron Wilde
Trustee

Debbie Nixon
Secretary

Patti Peck
Treasurer

Annette Ragas
Vice Chairman

Angela Glover
Trustee

Paul Defosse
2nd Vice Chairman

Gary Vincent
Trustee

Daniel Tarnowski
District Manager

Karl Bohne Jr.
District Attorney

*To comment on an item, after you have been recognized by the Chair, please go to the microphone, and clearly give your name for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

*ALL cellphones on airplane mode during public meetings.

NOTE: MINUTES OF BOARD MEETINGS ARE PREPARED IN SUMMARY FORM ONLY PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD, HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for person 55 and older"

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1. Meeting Call to Order

2. Invocation

3. Pledge of Allegiance

4. Roll Call

5. Chairman Announcements
   Please wait to be recognized by the chair before speaking.

6. If you are experiencing audio/video issues please text the DM cell phone (321) 349-5641

7. OLD BUSINESS
   A. By-Laws
   a. Motion
   b. Discussion
   c. Call to Vote

   B. Employee Handbook
   a. Motion
   b. Discussion
   c. Call to Vote

8. Public Comments: Public comments on agenda items only will now be heard. The speaker shall be limited to three (3) minutes. It is important to note that this is a good time for board members to listen, but it is inappropriate to respond. Comments may be discussed at upcoming meetings.

9. Trustee Comments/Announcements

10. Adjournment

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AT-WILL-EMPLOYMENT

Employment at this District is AT-WILL for an indefinite period of time, until terminated by either the District or the employee, with or without cause. That means either party may end the relationship.

No written or oral representation by District personnel, other than specific approval by the Board of Trustees, will create a contract of employment. No employment practice of the District is intended to create a contract of employment. No changes in the District's employment AT-WILL policy will be effective unless executed in writing and signed by the District manager and the Chairman of the Board of Trustees, as authorized representatives of this District and added as an amendment to this manual.

This District's employment guidelines are intended only as an explanation of its employment practices, policies, benefits and a general guide to working for this District. They do not represent contractual terms of employment. Despite anything that the employee may read into any District material, employment at the District is strictly AT-WILL.

Management is entitled to request modification, revocation, or replacement of any policy and procedure at any time. None of the District's policies are meant to serve as an employment contract.

At the time of employment and acknowledgment of "AT-WILL" employment is provided to employees, and is part of their employment record.

EQUAL EMPLOYMENT OPPORTUNITY

The District is committed to equal employment opportunity and therefore prohibits discrimination and harassment against any employee or applicant for employment based on race, color, religion, national origin, sex disability or age.

District also prohibits discrimination against employees based on marital status, sickle cell trait, and AID/HIV status, and expressly prohibits discrimination based on pregnancy status, familial status, sexual orientation, political affiliation, and gender identity or expression. We will not tolerate discrimination or harassment based upon these characteristics or any characteristic protected by applicable federal, state, or local law.

BENEFITS

EVERY NEW EMPLOYEE WILL HAVE A NINETY (90) DAY PROBATIONARY PERIOD. If an individual continues as a full-time employee after the initial ninety (90) day probation period, they will be entitled to benefits.
Our benefits have been designed to provide economic incentives and support for our employees in a fair and uniform manner, consistent with District objectives. The District will periodically review and modify, if necessary, its benefits package to make sure its employees receive adequate

benefits within financial constraints. If a Board approved benefit is added or withdrawn, employees will be informed as soon as possible.

JOB DESCRIPTIONS

The purpose of a written job description is to ensure that each employee has a clear and concise explanation of the exact tasks that they are expected to perform.

Job descriptions will be prepared when a new job or position is created or when an existing position is significantly altered.

If there is something in a job description that employees do not understand, they should call it to the attention of their immediate supervisor. If parts of the job are not explained in the description, that should also be reported to a supervisor.

Every job description should include the essential duties and responsibilities that an employee performs every day or at regular intervals. It should also include occasional duties that they may be asked to perform but that are not part of the normal job functions.

Every new hire will have a 90-day probationary period.

~~FULL TIME is 40 hours worked in a seven-day period from Monday thru Sunday. Anything less than that is considered PART TIME.~~

~~FULL TIME OFFICE personnel work from 8am to 4pm, Monday thru Friday.~~

~~FULL TIME GROUNDS CREW work from 7am to 4pm, with a required one (1) hour (unpaid) lunch, Monday thru Friday~~
~~CUSTODIAL CREWS are scheduled in shifts to work from 7am to 10pm, Monday thru Sunday. Evening crews may be required to work extra hours to clean up after events held in the Rec Hall.~~

BREAKS

Employees are permitted a fifteen (15) minute break period during each half of the workday. The schedule for lunch and break periods is set by the department supervisor in a manner that allows business operations to continue uninterrupted during the day. Their supervisor will advise them of the schedule for lunch and breaks in their department. In fairness to fellow workers, employees are expected to observe the time limits set for breaks and lunch periods.

Employees who habitually return late from lunch or breaks are subject to discipline.

NOTE: All state-specific regulations concerning breaks will be adhered to.

PAY PRACTICES

The District in its salary administration and wage and hour policies will follow the rules and regulations set forth by federal and state labor laws.

In compliance with Federal Equal Pay Act, the District pays male and female employees equal pay for equal work. Employees performing substantially the same jobs when they work in positions that require equal skill, effort and responsibility and the jobs are performed under similar working conditions.

NON-EXEMPT EMPLOYEES are required to clock in and out for each shift worked. The District expressly prohibits any employee from clocking in or out or damaging any other employee's time record. It is a violation of District policy to falsify your time record or to change any other employee's time record, and is cause for suspension or termination, at the discretion of the supervisor and District Manager.

An individual who continues employment with Holiday Park after the ninety (90) day probationary period will be allowed to ~~take one personal day.~~ use PTO as accumulated. A part-time employee must work 16 hours per pay period to be eligible for 24 hours P.T.O per calendar year. ~~The personal day~~ These days will be paid at the employee's regular rate of pay. ~~Personal days do not carry forward into the next year.~~

OVERTIME

It is general policy of the District that all work by NONEXEMPT EMPLOYEES shall be completed during ~~the times listed under **JOB DESCRIPTIONS**~~ normal working hours. However, conditions may arise from time to time which will necessitate overtime being worked by employees. In these instances, overtime will be paid as outlined herein. When compensating employees for overtime, the District will ensure compliance with federal and state regulations regarding overtime. Employees are expected to work overtime when it is assigned by their supervisor and approved by the District Manager. The District will endeavor to provide employees with as much advance notice as ~~practicable~~ practical under the circumstances giving rise to the need for such overtime work.

Overtime is paid for hours worked over the 40 hours in a single work week. Overtime pay is 1 ½ times the employee's regular hourly wage. Example, a $10 per house employee will be paid $15 per hour overtime rate. Florida requires that manual laborers working more than 10 hours in a single day get overtime pay for any hours worked over the 10 hours that day. We consider yard crews and custodial crews as manual laborers.

EXEMPT EMPLOYEES are paid on a straight salary basis for their overall job responsibilities rather than for hours worked, thus any time worked in excess of 40 hours in a workweek by such employees will be without additional compensation, in accordance with the Federal Fair Labor Standards Act.

PAYDAYS

Pay periods are every two weeks on Thursday.

All full-time and part-time employees will have their pay deposited into a checking account through the Direct Deposit system. Employees will receive an earning statement on their payday that reflects their earnings, deductions, and withholdings.

HOLIDAYS

Holiday-pay is paid to any employee who regularly works over ~~40~~ 35 hours in a seven-day period from Monday to Sunday.

When an employee does not work on a holiday, their HOLIDAY PAY is equal to their regular hourly rate, for normal hours worked.
When a part-time employee works on a holiday, they will be paid overtime for that day.
A full-time employee who physically works on the holiday will be paid overtime for the hours worked, and regular HOLIDAY PAY.

The District recognizes the following eleven (11) holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, ~~Juneteenth~~, Independence Day, Columbus Day, Veteran's Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

HEALTHCARE

The District currently does not offer healthcare benefits to employees. In the future, should we be able to offer Healthcare to employees, we will offer it to full-time employees under the age of 65.

FUNERAL LEAVE

The District recognizes that bereavement is a difficult period for an employee. Every effort will be made to ensure that the employee is able to attend to family without loss of earnings. All full-time employees are eligible for funeral leave for the loss of a family member.

The District will pay wages for up to three (3) days. All time off should be taken on consecutive days. Pay for the period of absence will be computed at the regular hourly rate. Time for bereavement will not be credited for the purposes of computing overtime. Proof of death may be requested.

PAID TIME OFF (PTO)

A Paid Time Off (PTO) Plan is an employer policy that combines paid leave benefits into a single bank of hours or days that employees can use for vacation, personal time, illness or medical appointments, family

emergencies, other approved absences, etc.
Example PTO Plan:

Years of Service	PTO Days per Year
0-2 years	13 days
3-5 years	18 days
6+ years	23 days

PTO Policy Elements - Accrual: PTO is earned each pay period (for example, 6.15 hours per biweekly pay period for 20 days annually). Carryover: Unused PTO may roll over to the next year, often subject to a cap. Request Process: Employees submit PTO requests in advance through their supervisor. Sick Leave: Will be included in PTO. Payout at Separation: Depending on company policy and state law, unused PTO may be paid out when employment ends.

Effective Date: January 1st, 2027
Applies To: All Regular Full-Time and Eligible Part-Time Employees

The purpose of this Paid Time Off (PTO) Policy is to provide employees with paid leave that may be used for vacation, personal business, illness, medical appointments, family care, or other approved absences. The Company recognizes the importance of providing employees with time away from work to maintain health, productivity, and work-life balance.

Regular full-time employees are eligible to accrue PTO beginning on their date of hire. Must work 5 days per week and a minimum of 35 hours per week. Regular part-time employees who work at least 16 hours per week may accrue PTO on a prorated basis. A maximum of 24 hours per calendar year may be earned. Temporary employees, interns, contractors, and seasonal employees are not eligible for PTO benefits unless otherwise specified in a written employment agreement.

PTO is earned each pay period according to the employee's completed years of service. Employees accrue PTO proportionately throughout the year based on the District's payroll schedule.

Years of Service	Annual PTO Days	Annual PTO Hours
0-2 Years	13 Days	104 Hours
3-5 Years	18 Days	144 Hours
6-10 Years	23 Days	184 Hours
11+ Years	28 Days	224 Hours

PTO may be used for: Vacation and personal travel, illness or injury, medical, dental, or vision appointments, family illness or caregiving responsibilities, personal business matters, mental health and wellness needs, school events or family obligations, and emergency situations approved by management.

PTO may be used in increments of one (1) hour or greater.

Planned Absences

Employees should submit PTO requests as follows:

Length of Leave	Advance Notice Required
1 Day or Less	24 Hours

2-5 Days	1 Week
More Than 5 Days	2 Weeks

Managers will approve requests based on: business needs, staffing requirements, operational coverage, and order received. Approval is not guaranteed until formally approved.

Unplanned Absences

Employees unable to report to work due to illness or emergency must notify their supervisor before the start of their scheduled shift whenever possible. Failure to properly notify management may result in disciplinary action up to and including termination.

Employees may carry over up to 40 hours (5 days) of unused PTO into the following calendar year. Any unused PTO exceeding the carryover limit will be forfeited on December 31 unless otherwise required by applicable law or approved by executive management. Employees may request a payout to the maximum of 40 hours (5 days) of unused PTO on the first pay period in December of each year.

Company-recognized holidays occurring during an approved PTO period will not be charged against an employee's PTO balance.

Employees requiring extended leave due to a serious health condition may be eligible for: Family and Medical Leave Act (FMLA) leave, Americans with Disability Act (ADA) accommodations, short-term disability benefits, other state or federal protected leave programs. Employees may be required to use available PTO concurrently with certain protected leaves where permitted by law.

Employees who provide at least two (2) weeks' written notice and leave in good standing may receive payment for accrued unused PTO, subject to applicable law and company policy.

Unused PTO payout upon termination will be determined according to company policy and applicable state law. Holiday Park will evaluate each involuntary separation on a case by case basis.

PTO payouts, when applicable, will be included in the employee's final paycheck or processed separately as required by law.

Examples of PTO abuse may include: pattern absenteeism, excessive unscheduled use, misrepresentation of reasons for leave, failure to follow call-off procedures, etc. The Company reserves the right to investigate suspected abuse and take corrective action, up to and including termination.

The Company reserves the right to: approve or deny PTO requests based on operational needs, black out certain periods during peak business activity, require temporary scheduling adjustments, or amend this policy at any time subject to applicable laws.

Questions regarding PTO eligibility, accrual balances, usage, or interpretation should be directed to the Office Manager or District Manager.

~~SICK TIME~~

~~Sick time is a benefit to be used only in the case of actual illness or injury which prohibits employees from performing their duties. Sick time is not to be used if an employee is absent due to family member illness.~~

~~All employees are required to report their absences to their supervisor no later than the time established by the supervisor.~~

~~Each full-time employee is allowed five (5) sick days per year. Any unused sick days will be reimbursed to the employee at the end of the year at their regular hourly rate of pay.~~

~~Any unused sick time cannot be carried forward into the next year and will be automatically cancelled when employment is terminated.~~

~~The District reserves the right to ask for a doctor's certificate of illness or disability, or require employees to submit to a medical examination by a qualified physician selected by the District. In the event a doctor's certificate of illness is requested any associated costs will be borne by the employer.~~

~~PERSONAL TIME~~

~~Full time employees are entitled to two (2) personal days per year. Personal days are paid at the employees' regular rate of pay and cannot be credited for the purpose of computing overtime. Personal days do not carry over into the next year.~~

~~MEDICAL~~

~~All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee is impaired because of taking medication according to a doctor's prescription, he/she is expected to discuss it with their supervisor before commencing to work that day.~~

~~If an individual continues employment with Holiday Park after the initial ninety (90) probation period, they will be allowed one (1) "personal medical day" per year. A personal medical day could be a doctor's appointment or medical procedure. Personal medical days do not carry forward into the next year.~~

FAMILY MEDICAL LEAVE

Under certain circumstances an employee may apply for a leave of absence for FML. The District Manager may approve such a leave for a maximum of 3 weeks. This type of leave can be to care for the employee's parent, spouse, or dependent child. A Medical certification or a note from a state licensed physician is required before the leave begins. This type of leave is without pay.

MILITARY LEAVE

The District will not discharge or otherwise discriminate against an individual because he or she either belongs to the National Guard and is required to report for active duty, or has as obligation as a member of a reserve component, of the armed forces. The District complies with all USERRA (Uniformed Services Employment and Reemployment Rights Act) requirements and such requirements also apply to employees who are members of the state National Guard.

DISASTER AND EMERGENCY LEAVE

Upon request of the American Red Cross, employees who are certified disaster service volunteers of the American Red Cross are eligible for paid disaster service volunteer leave of up to 15 working days in any 12-month period to participate in specialized disaster relief services for the Red Cross. Leave may only be authorized for services related to a disaster occurring within the boundaries of the State of Florida, except that, with the approval of the Governor and Cabinet, leave may be granted for services in response to a disaster occurring within the boundaries of the United States.

JURY AND WITNESS DUTY LEAVE

Currently the District offers Administrative Leave to all employees required to serve on jury duty. Administrative Leave will be awarded for each hour of jury duty the employee was scheduled to work, up to a maximum of eighty (80) hours. ~~Employees shall refund the district all monies paid to them by any governmental agency while serving on jury duty.~~

The District will reimburse full-time employees their regular salary for up to twenty (20) working days per year when such employees are summoned to jury duty. Employees will be permitted, however, to utilize vacation time after the maximum of twenty (20) days is used.

Eligible employees will also be permitted to retain the jury duty pay allowance they receive from the court during this period.

Part-time employees summoned to jury duty shall be given the necessary time off without pay, unless applicable state or local law requires otherwise.

Management will make no attempt to get an employee released from serving on jury duty except with the approval of the District Manager where emergency business conditions necessitate such action.

PROCEDURE:
The employee should present summons or subpoena to serve on a jury, or a subpoena to appear as a witness, to his or her supervisor as soon as they are aware. A copy of the document will be placed in their personnel folder.

The employee's supervisor will be responsible for notifying the District Manager of the scheduled work time on employee will be absent for jury or witness duty and will also be responsible for marking the employee's time record.

After the period of jury duty is completed, the employee must furnish the supervisor with written proof of having served on a jury for the time claimed and the document will be filed in their personnel file.

Employees who are excused from appearing for jury or witness duty service on any day for which the employee sought leave, must report for work. Employees excused before noon on any given day while they are serving as juror or testifying as a witness should telephone their supervisor to ascertain if they should report for work.

PROCEDURE FOR REQUESTING LEAVE

Employees may find that personal, health or family problems make it necessary to be absent from work for extended periods. Requests for a leave of absence without pay for limited periods (max 3 weeks) will be considered by management.

Employees must submit a written request to their supervisor, explaining the reason for the request and the anticipated length of the absence.

A leave of absence is not intended for employees who are leaving their employment and do not plan to return to work at the District. Normally, an employee won't be able to request a leave of more than two continuous weeks, although management may make exceptions under certain circumstances.

The District will endeavor to return the employee to the same or equal job they had prior to the leave of absence. We cannot guarantee the same job; however, the employee will suffer no loss in employment status. Employees who are granted a leave of absence for any reason shall suffer no loss towards vacation or other benefits.

VACATION

~~If an individual continues employment with Holiday Park after the initial ninety (90) day probation period, the District will retroact vacation time to the employees start date. No vacation time will be granted during the probation period. All full-time employees are to take a minimum of forty (40) hours of vacation each calendar year. The vacation schedule is as follows:~~

~~0-2 years = 1 week~~
~~3-5 years = 2 weeks~~
~~6-10 years = 3 weeks~~
~~11-20 years = 4 weeks~~

~~21 + years = 5 weeks~~

~~Vacation time does not carry forward into the next year. Employees will be allowed to take one week at a time unless authorized in advance by their supervisor and the District Manager.~~

~~Vacations will not be allowed during the busy season, October through May unless special permission is granted in advance by their direct supervisor and the District Manager.~~

PERFORMANCE APPRAISALS

Employees' performance will be appraised at least every twelve (12) months by their immediate supervisor, depending on their anniversary date. The formal review will consist of a written appraisal followed by a discussion of the evaluation. Informal reviews should be conducted on a continuing basis.
The appraisal's purpose is to help supervisors evaluate performance in an objective, consistent, and uniform manner. It will be based on job performance and employee qualifications, which will be based on each position's job description and work standards.

Supervisors should establish expected performance standards for each employee in consultation with the employee at the beginning of the rating period. For each basic requirement a performance goal should be established for each rating period and each employee. To the greatest extent possible, the standard should be written so that the success and failure can be easily determined, and the result will not depend solely on the personal judgement of the appraiser.

Employees will have the right to express disagreement with any points made, correct any inaccuracies, and make written comments concerning all aspects of the appraisal. But will not have the right to change the initial evaluation.

Employees are encouraged to use performance appraisals as an opportunity to openly discuss with their supervisors their career and personal goals and how they plan to meet them. They should also feel free to bring up any difficulties in their relationships with their supervisor or fellow employees in an open and constructive manner.

The evaluations of employees are done on an annual basis. The evaluator shall discuss~~es~~ the evaluation with the employee in person. The employee receives a copy of his or her evaluation.

Trustees ~~present~~ currently on board in June ~~in the month of June~~ shall evaluate the District Manager in August. The Chairman of the Board of Trustees compiles a composite of the District Manager evaluations, prior to the June Workshop Meeting.

Salary or wage increases are directly linked to performance appraisals.

AUTOMOBILES

The District assumes no responsibility for damage to vehicles or theft of articles from vehicles while on District workplace premises. All vehicles parked on District workplace premises are subject to random searches when there is reasonable suspicion of wrongdoing.

Anytime a person uses their personal car for District's business (which does not include commuting to and from work) with his/her supervisor's permission, he /she may be reimbursed at the same rate provided by the ~~Florida Statutes 112.06 (7)~~ IRS rate guidelines when receipts are presented.

The District prohibits employees from using District-issued cellular phones while their vehicles are in motion. Employees may only use cellular phones while their vehicles are stopped or in case of an emergency. Workers who need to use a cell phone are encouraged to park in a safe, legal space - not at the side of the road.

INCLEMENT WEATHER

It is District policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to or from work impossible or dangerous.

Employees are expected to show up for work regularly and on time. Occasionally, weather may become a factor and no employees should attempt to come to work in dangerous weather conditions. Operations of park maintenance work may be affected with inclement weather conditions and each employee should keep in contact with his or her supervisor, or the District office.

In case of severe weather, employees must look out for their own safety. However, this doesn't mean a free day off. Unless management has closed the District facility, employees are expected to come to work. Contact your immediate supervisor or the District Manager to determine whether the facility has been closed.

If the District facility opens and is forced to close early because of the weather, all employees who reported to work will be paid for hours worked. Employees who made no effort to come in will not be paid. If the facility is closed prior to the start of the shift, employees will not be paid. All employees are urged to make every possible effort to get to work if the facility remains open.

If the facility remains open and employees do not come to work, they may use a personal or vacation day instead of losing pay. Employees who report to work and are later sent home because of weather problems will be paid for hours worked.

No wage/salary decisions will transgress the requirements of federal and state regulations.

PRIVACY

Although the health and safety of its employees is of vital importance to the District, what employees do on their own time that may affect their health and safety is not regulated by us. No one will be discriminated against or disciplined for using lawful substances outside of working hours and away from District premises. Including tobacco or legal drug and alcohol products.

If, however, use of lawful substances outside of working hours and away from District facilities affects employees' on-the-job performance, appropriate steps will be taken under our discipline policy.

The District has a commitment to the privacy of personal information kept in its personnel records. It uses only ethical and lawful means to gather information about or from applicants or employees. Whenever reasonable, the District gathers it directly from the employees concerned. Personal information about employees that is not job-related will not become part of employees' files.

PROBATION

The District recognizes two separate conditions under which employees may be placed on probation:

1. The first is the ninety (90) day probation period for new employees which may be extended as determined. This period is established to benefit both the employee and the District. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. If at any time during this period, the employee is unable to adapt successfully to the requirements of the position, the department or the District as a whole, employment can be terminated immediately. The employee's supervisor may offer advice and counseling when a problem becomes apparent but is not required to do so. Employees may be given advance notice, but that also is not required.
2. The second type of probation is for inadequate performance or improper behavior at any time after the probationary period. An employee may also be placed on probation for designated period to correct recognized performance shortcomings that they are able and willing to correct.

Despite any probation policy, employees can be discharged immediately, if it appears they are unable or unwilling to correct a problem, if dismissal or layoff is necessary for economic reasons, or if their continued employment would be contrary to the District's best interest or the welfare and safety of other employees.

RESIGNATION/TERMINATION

It is our policy to retain, to the extent consistent with District requirements, the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the employee and/or the District.

A supervisor who feels discharge is in order will submit a recommendation for discharge to the District Manager, the recommendation will include copies of all collected documentation. The final approval for involuntary termination must be given by the District Manager and only on the assurances that all the requirements of the District termination process have been observed and documented.

The employee termination procedure does not represent a contract between the District and its employees. Instead, it describes the District's philosophy on termination decisions. Each termination will be judged on its own merits.

It is our policy that the employment relationship may be terminated at-will, at any time, by the employee or the District. When employees leave the District voluntarily, they are expected to submit a letter of resignation at least two (2) weeks prior to their last day of work. When giving notice, they should speak with their immediate supervisor and or the District Manager. Failure to give prior notice will become part of the employment record.

All employees are required to return keys, supplies or any other District property prior to separation of employment.

GRIEVANCES

The District believes in an open communication policy under which employees, who have a complaint or disagreement are encouraged to attempt resolution by a frank discussion with their immediate supervisor, this usually resolves most workplace problems. At the same time, management recognizes that any two people may see things differently and an immediate resolution cannot be achieved.

An employee grievance procedure is available to employees as a fair and effective means to resolve work-related complaints and problems. By using the procedure, employees can call upon their supervisor, the District Manager ~~or a member of the HR Committee~~ to evaluate their case and decide whether they have been treated fairly. Employees can use the procedure when they feel a work-related decision is not consistent with established District policies and practices, including those outlined in the Employee Manual.

Employees should submit their grievances in writing to their immediate supervisor within three (3) days of the incident. If they are not satisfied, they should take the written grievance to the District Manager ~~or a member of the Human Resources (HR) Committee~~. ~~When an employee believes it would be inappropriate to discuss the grievance with their immediate supervisors, they may go directly to the HR committee.~~

Grievances may include, but are not limited to, such issues, as discipline, transfer, job posting, unfair assignment of vacation or holiday time, a personal request that was denied, etc.

Employees cannot use the procedure to appeal decisions related to the District's responsibility to

determine direction or strategy, or operating decisions such as the number and assignment of employees, establishment of rules of conduct, determination of the hours and days of work, starting and quitting times, wages and benefits, termination, etc.

The District maintains an open-door policy that allows employees to discuss any matter relative to his/her job or personal affairs with any member of management without fear of retaliation. The District will not permit any supervisor, manager or employee to engage in any form of retaliation against any employee availing himself/ herself of the grievance procedures. Any retaliation may result in disciplinary action.

WORKERS' COMPENSATION

If you are injured or become ill as a result of your work, you may be eligible to receive insurance benefits provided under the State Workers' Compensation Act. The District pays all the costs of providing this insurance protection.

If you sustain work-related injuries or illnesses, you must inform your supervisor immediately and give the District written notice of the injury within eight (8) hours in order to trigger your right to Workers' Compensation benefits. Forms for reporting injuries may be obtained in the District office.

One way to keep our Workers' Compensation costs under control is to work safely and follow all safety rules and regulations. The District will provide Safety Training to all employees and enforce safety rules. Employees who violate the safety rules will be disciplined.

ACCIDENTS

It is the District's goal to provide safe working conditions for all employees and to minimize injury or illness, property loss or business interruption caused by accidents.

The District will provide complete instructions covering safe working conditions and will make available equipment required to protect employees from the risk of an accident.

In turn, the District requires that its workers will give their best efforts to prevent accidents. Employees will observe applicable safety requirements, use the safety equipment provided, always implement appropriate safety practices, and report immediately any unsafe working conditions or accidents to their supervisor.

In the operation of all Park maintenance equipment, all Park maintenance staff must wear supplied safety glasses~~, safety vests~~ and /or District supplied brightly colored shirts. Building maintenance staff must wear supplied maintenance shirts, safety glasses and protective clothing while working with pool chemicals and wear safety glasses while operating equipment such as blowers, saws, etc.

Hair below the ear lobes can be drawn into machine parts such as blowers, chains, belts and

rotating devices. Therefore, hair must be securely fastened with a bandana, hair net, soft cap or tied back while operating or working on equipment or /in proximity to such equipment devices.

Every supervisor must report every accident, no matter how minor the resulting injury is, to the District office. The Supervisor and the District Manager will investigate reported accidents and take corrective action necessary to prevent the accident from recurring.

ALCOHOL

The possession, use or sale of alcohol on District premises or while on District business is prohibited. District property includes all facilities, offices, buildings, grounds, equipment, automobiles, trucks, vehicles and parking areas, whether owned, leased, used or under control of the District.

Any employee under the influence of alcohol, which impairs judgement, performance or behavior, whether it be physical or verbal, while on District premises or while on District business, will be subject to disciplinary action. "Under the influence" means being unable to perform work in a safe and productive manner or being in a physical or mental condition that creates risk to the safety and well-being of the individual, other employees, the public or District property. A zero-tolerance policy will be observed.

The District reserves the right to require any employee suspected of alcohol abuse to undergo testing, in accordance with state or industry regulations. Employees who refuse to be tested will be subject to disciplinary action.

The District reserves the right to conduct searches and inspections of employees and their personal property and effects, including vehicles and lockers, for determining if this policy is being violated. All employees are expected to cooperate with inspections. Failure to do so will result in disciplinary action.

The District may take into custody any alcohol found on District premises and use it as evidence in disciplinary proceedings.

Any employee who is involved in an on-the-job accident that results in injury or property damage in excess of $100.00 must undergo an immediate drug and alcohol test.

ATTENDANCE

Every employee is expected to report for work regularly and on time. Attendance is an important job requirement and an essential duty of every position.

Definition of absence: An employee is absent when he/she fails to report for and remain at work as scheduled. Lateness is a short absence at the beginning of the workday. Leaving early, even with permission or before the scheduled workday ends, is also an absence. Absence then includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary.

Planned absences must be approved in advance with their supervisor. When an absence is unplanned, due to illness, an emergency, or some similar cause, employees must report the absence to their supervisor before your shift starts. ~~no later than 9:00 am on the first day of absence~~. In case of a long- term absence of indefinite duration the employee must report their status to their supervisor at least once every three (3) days.

An "excused" absence may include personal or family illness, jury duty, bereavement or other reason that would require an employee to miss all or part of a scheduled workday. Employees should be prepared to substantiate the reason for their absence if asked. If an employee is absent frequently, he/she will be required to furnish documentation, including medical statements from his/her doctor.

A physician's statement may be required where absence is continuous for a period of over three (3) working days and after surgery or accident, regardless of the length of absence. A medical statement may also be requested at the discretion of the District Manager when the absence is less than three (3) days.

Failing to report an absence properly can be grounds for disciplinary action.

BEHAVIOR AT WORK

We take the view that courtesy begins at work. If employees, supervisors, and managers treat each other with respect and consideration, they will treat those outside the organization in a proper manner.

Employees must conduct themselves so that the safety of themselves, their fellow workers and residents is preserved.

The possession, distribution, sale, or use of alcohol or illegal drugs while operating a District owned vehicle is strictly prohibited.

Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner is considered inappropriate workplace conduct. Employees must always treat residents and guests with respect.

Theft or unauthorized removal or possession of property from the District, fellow employees, or community is strictly prohibited.

Employees are prohibited from misusing, destroying, or damaging District or private property.

Employees who bring on District property dangerous or unauthorized materials, such as explosives, firearms, or other similar items will be subject to disciplinary action up to and including dismissal.

CODE OF CONDUCT

The District prides itself on high standards of excellence and expects its employees to uphold these ideals when dealing with individuals both internally and externally. The following code of conduct is intended to provide guidelines for the professional, ethical, and legal behavior the District expects of its employees.

Employees should strive to conduct all work and business with integrity. Employees should deal respectfully, fairly and honestly with residents, customers, vendors, suppliers and others with whom the District is in contact. No employee should knowingly permit any business transaction to occur that is not fair to the District.

Accurate Accounting:
Employees are prohibited from setting up or maintaining any unrecorded fund, reserve, asset or special account for any purpose. No false entries shall be made in District books, records or accounts; and no payment or transfer of funds or assets shall be made for any purpose other than that specifically authorized by the District.

~~*Accepting Bribes:*~~
~~EXTRACTED FROM 2016 FRORIDA STATUES, TITLE X, CHAPTER 112.313, STANDARD OF CONDUCT FOR PUBLIC OFFICERS, EMPLOYEES: GENERAL PROVISIONS.~~
~~APPROVED BY THE BOARD OF TRUSTEES NOVEMBER 14,2016.~~

~~SOLICITATION OR ACCEPTANCE OF GIFTS: No trustee, officer or employee of the District shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service.~~

DOING BUSINESS WITH THE DISTRICT: No employee of the District acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent or lease any realty, goods or services for the District from

any business entity of which the officer or employee or the officer's or employee's spouse or child, has a material interest.

UNAUTHORIZED COMPENSATON: No trustee, officer or employee of the District or his or her spouse or minor child shall accept any compensation, payment or thing of value when such person knows or should know that it was given to influence a vote or other action.

Reporting Violations:
All employees who suspect violation of the District's code of conduct are required to report their concerns to their supervisor. All allegations of improper or illegal behavior will be investigated promptly, thoroughly and confidentially. No adverse action shall be taken against any employee for communication concerns in good faith.

CONFIDENTIAL INFORMATION

Employees who have access to records and other personal information about other employees, or residents must not discuss this information with anyone else without proper authority.

Any employee who violates the Districts' confidential information policy is subject to disciplinary action.

CONFLICT OF INTEREST

The District expects that all employees will avoid activities that create a conflict of interest with their responsibilities to this District. The District also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent this District.

A conflict of interest is not easy to define. Various circumstances and relationships might constitute a conflict of interest or violate the District's ethical standards. In general, they represent situations in which an employee's activities could conflict with the employee's responsibilities to the District or to others with whom it does business.

This District recognizes and respects each employee' right to privacy and to engage in personal activities outside the scope of his/her employment. Each employee also has an obligation, however, to refrain from activities that conflict or interfere with the District's operations.

The District reserves the right to determine when an activity conflicts with the Districts' interest and to take whatever action is necessary to resolve the conflict. If necessary, this action can include termination of the employee.

Employees who are aware of conflict-of-interest violations are obligated to report them to management immediately. Those who fail to do so will be subject to discipline. It is not

necessary for an employee to observe the normal chain-of-command procedures when reporting a conflict of interest. Confidentiality of all employees reporting conflicts of interest will be protected.

DISCIPLINE

All employees are expected to behave in an orderly, courteous manner and to fulfill the obligations set out in their job descriptions. If employees knowingly and willingly violate District rules of conduct, their immediate supervisor will discipline the employee in accordance with these general guidelines:

Minor Violations: will be considered as employee actions that impair production or momentarily disrupt smooth operations. These violations include, but are not limited to, loafing, leaving the work area without permission and stopping work before the end of the day. A supervisor will usually deliver a verbal reprimand for such minor violations, unless an employee repeatedly violates the same rule or regulation.

Moderate Violations: are employee actions that impair or disrupt the orderly performance of work by the individual or a group of employees. These violations include, but are not limited to, abusive language, gambling on premises, leaving the District facility without permission during working hours and repeated occurrences of minor violations. "Repeated" is defined as more than two (2) minor violations per month. In such cases, the employee's immediate supervisor will issue a written reprimand.

Major Violations: are considered employee actions that directly endanger the health and safety of any employee or significantly disrupt the orderly performance of work. They include but are not limited to, insubordination, falsification of employee or District records, theft of property, disrespect of co-worker, resident or guest, violation of safety rules, or the use of alcohol or illegal drugs on District premises at any time. They may also include the issuance of written reprimand, suspension, and/or termination of employment.

Interviews that may result in discipline will be conducted with the supervisor, the District Manager, the employee~~, a member of the Human Resource Committee~~ and a co-worker or representative for the employee, if the employee so chooses.

Each employee has the right to express his/her views concerning District policies and practices to management. Each employee is responsible, however, for expressing those views in a fair, honest and professional manner.

The District reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

For serious offenses, such as fighting, theft, insubordination, violence, drug or alcohol abuse, etc., termination may be the first and only disciplinary step taken. Any step or steps of the progressive disciplinary process may be skipped a the discretion of the District.

DISHONESTY

The District recognizes the importance of credibility, integrity and trustworthiness to our success as a business. Therefore, we are committed to the principles of honesty and truthfulness. The District will not communicate any information that is false or misleading and expects the same from its employees.

The following acts are strictly prohibited: acts of dishonesty, fraud, and theft, as well as falsifying employment applications, timecards (such as clocking-in or clocking-out another employee is cause for immediate dismissal), personnel information, or other District documents or records. *NOTE: this list is not intended to be all-inclusive or comprehensive.*
Depending on the nature, seriousness and severity of the dishonest act, an employee who violates this policy is subject to disciplinary action.

DRUG TESTING

Drug abuse is a serious threat to both the District and its employees. To ensure a safe and healthy working environment, the District has adopted the following drug testing policies subject to state-specific regulations in various District locations.

Job applicants will be required to undergo drug testing after a conditional offer of employment has been made. Positive test results will be considered in employment decisions and may result in a decision that the applicant is medically unqualified for employment.

Current employees will be subject to testing if the District obtains evidence or has reasonable suspicion that drugs are being used. If there is reason to believe that an employee is working under the influence of drugs, he/she will be required to undergo immediate testing.
Reasonable suspicion includes:

- The employee appears confused or exhibits erratic behavior.
- The employee has difficulty getting along with other employees.
- The employee exhibits paranoia, slurred speech or irrational behavior.
- The employee has had a single or a series of safety-related incidents that raise questions about his/her physical and emotional state.

Employees who refuse testing when reasonable suspicion is present will be subject to disciplinary action or could include termination.

Any drug and or alcohol testing required or requested by the District will be conducted by a laboratory licensed by the state. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling the District office. If an employee is asked to submit to a drug or alcohol test, the District will notify the employee of the results within twenty-four (24) hours after it receives them from the laboratory. To preserve confidentiality we strive to maintain, the employee will be notified by telephone whether the test was negative or confirmed positive and if confirmed positive, what the next step is. If the employee receives notice that the results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

The District will pay the cost of any drug and alcohol testing that it requires or requests employees or applicants to submit to, including retesting of confirmed positive results. Additional tests that the employee requests will be paid for by the employee.

Employees are responsible for reporting the use of prescribed drugs that may affect the employee's judgment, performance or behavior. Over-the-counter drugs that can result in drowsiness are prohibited during working hours. Employees who are treating colds and flu with non-prescription medicine are urged to ask their pharmacist for alternatives that do not cause drowsiness.

The District's drug policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

ELECTRONIC SYSTEMS AND DEVICES

GENERALLY:
As an employee of the District, you may be required or permitted to access the District's Electronic Systems and Devices. For the purpose of this policy, the term "Electronic Systems and Devices" includes but is not limited to:

- Any telephone, cell phone, smartphone or similar device, provided by the District;
- Any service available on the District's computer or phone systems, including, but not limited to electronic mail, internet browsing and voice mail, even if accessed through an employee's own personal computer, tablet, smart phone or other device.
- Any operating systems, storage media, network accounts of any kind, maintained by the District.
- Any fax machine, copier or other electronic device provided or operated by the District.

All electronic systems and devices, including the equipment itself, the software and programs installed or run on such systems and devices and all data and information stored in such systems and devices are the property of the District and shall remain with the District.

LIMITED PERSONAL USE:

The District maintains all of the equipment listed above for business use. Occasional and reasonable personal use of the telephone, fax and copier is permitted, provided that personal use does not adversely affect the work of any employee or the District operations.

VIOLATIONS/DISCIPLINE:
Employees learning of the misuse of the District's electronic systems or devices shall notify their supervisor, the District Manager ~~or HR Committee member~~ immediately. Violations of the use of these devices may result in the imposition of disciplinary action or could include termination.

E-MAIL, INTERNET AND OTHER TELEPHONIC COMMUNICATIONS

DISTRICT DEVICES:
All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the District and as such are to be solely used for job-related purposes. Messages received by employees via these systems should be disclosed to and discussed with their supervisor or District Manager.

Employees using District equipment for personal purposes do so at their own risk. Employees should understand that they should have no expectation of privacy in connection with the use of District equipment or with the transmission, use or storage of information in this equipment, including stored email.

PROCEDURE:
Employees who are assigned a computer will be issued a password by the District Manager.

All passwords are the property of the District. The District Manager determines the length, expiration date and composition of all passwords. Employees are prohibited from sharing passwords. Employees who violate this policy are subject to disciplinary action.

To ensure that the use of electronic and telephonic communication systems (including but not limited to internet and similar network access) and District equipment is consistent with legitimate business of the District, authorized representatives of the District may monitor the use entering, leaving or stored in the systems.

PERSONAL DEVICES:
An employee is permitted to use their personal device only during scheduled breaks and lunch time. Emergency calls for an employee shall be directed to the District office.

FIGHTING

Fighting will not be tolerated on District property at any time, for any reason, except in rare instances of self-defense. If a fight does occur, the immediate supervisor will interview all witnesses to get the facts as to who started the fight and why. Employees will be expected to

cooperate in any such investigation. Those found guilty of fighting will be subject to discipline, up to and including discharge. Any employee who strikes a manager or supervisor for any reason may be subject to disciplinary action or termination.

Employees who display fighting tendencies or threaten violence in the workplace may be subject to disciplinary action. No talk of or joking about violence will be tolerated. The District broadly defines fighting and violent tendencies to include physically harming another, shoving, pushing, harassment gestures, intimidation, coercion, brandishing weapons and threats or talk of violence or verbal abuse of another worker, resident or guest.

The District will not tolerate employees being in the possession of any weapons inside the workplace and in the parking area.

Violators will be subject to disciplinary action or termination.

GOSSIP

The District recognizes that gossip can be extremely detrimental to a workplace. It can damage reputations, hurt morale, and decrease productivity. Therefore, the spreading of gossip that involves sensitive subjects or harms a co-worker, supervisor, resident, etc., is strictly prohibited.

Employees who are found responsible for spreading disparaging or confidential information will be subject to disciplinary action.

All supervisors and managers are responsible for stopping the spread of gossip when they learn of it, conducting a thorough investigation into the source of a rumor, and disciplining known offenders.

HARASSMENT

The District prohibits all forms of harassment of employees by any manager, fellow employee, outside vendors, residents or visitors.

The District will not tolerate harassment of its employees. Any form of harassment related to an employee's race, color, sex, sexual orientation, religion, national origin, age physical or mental disability, or marital or veteran status is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, sexual orientation, age, physical or mental disability, or marital or veteran status.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic or physical conduct of a sexual nature. Harassment does not refer to occasional comments of a socially unacceptable nature. Harassment is a form of inappropriate conduct that undermines the employment relationship. We prohibit retaliation against any employee who rejects, protests or complains about harassment. Violation of this policy by an employee shall subject him/her to disciplinary action. We also prohibit retaliation against any employee who rejects, protests or complains about harassment.

INSUBORDINATION

All employees are expected to enforce and support the policies established by the District office, and perform all duties as assigned by their supervisor and or the District office. Refusal of a legitimate order, physical reactions, the use of obscene or objectionable language to a supervisor or manager, among other actions, is considered insubordination. They undermine the discipline and authority needed in the workplace and cannot go unchallenged.
Insubordination may result in disciplinary action or termination.

The best way for employees to avoid this problem is to follow the order given by a supervisor or District Manager, then later question or challenge it through the dispute resolution procedure. Employees never have to carry out an order that is unsafe or may result in death or serious injury, or one that has no job-related connection.

No personnel action will be taken against employees if they refuse an order because they believed their safety was at stake or a different course of action was available that would have been safer. If they are subject to insubordination discipline procedures, the following factors should be taken into consideration:

- Safety or health concerns
- Previous work and discipline record
- Provocation or stress
- Confusion or ambiguity in orders
- Use of obscene or threatening language or physical gestures.

INVESTIGATIONS

The District will launch an investigation any time it has reason to believe that a law or policy has been violated. As far as workplace harassment is concerned, the District will investigate any complaint it receives, even if nothing is to be done or the complainant requests that nothing be done.

If employees ever have any questions regarding the policy or the procedure of an investigation, they should not hesitate to contact their supervisor~~,~~ or District Manager ~~or member of the HR Committee~~. The District reserves the right to use any lawful method of investigation which it

deems reasonable to employ to determine whether any employee has engaged in conduct warranting disciplinary action or termination.

Employees may be required to participate in an investigative technique such as an interview under certain conditions. Their willingness to participate in this investigative technique is mandatory and failure to cooperate with the District may result in discharge. Their failure to answer any question will be considered a refusal to cooperate with the investigation and will lead to disciplinary action or termination.

The District will make every effort to protect the privacy right of employees interviewed in the course of an investigative interview. However, employees are not entitled to total confidentiality since the information obtained may need to be corroborated by another employee. The investigator will not, however, divulge any unnecessary information.
Conversely, employees who are interviewed during an investigation should maintain strict confidentiality about the contents of the interview and may be asked to sign a confidentiality agreement.

LATENESS

Lateness is disruptive, costly and not fair to the District or other employees. Chronic lateness will not be tolerated and will result in disciplinary action or termination.

Lateness disrupts schedules, adds to overtime costs and places additional responsibilities on other employees in a department. Employees are expected to be in their work areas and ready to work at their designated times.

Employees who are going to be unavoidably detained are expected to call the District and inform their supervisors. Attendance is a critical part of performance and employees who are frequently late lower job security and undermine their performance ratings and undermine their chances for promotion.

~~If problems persist, a written reprimand will be issued, and the employee will be counseled by the District Manager.~~

~~MOONLIGHTING~~

~~We depend on our employees to devote their full attention and effort to the duties to which they have been assigned. Therefore, our full-time employees are asked to refrain from working elsewhere, if possible.~~

~~Employees are required to disclose the nature of any outside employment to their immediate supervisor. Non-compensated jobs on behalf of charitable, civic and education organizations are excluded from this disclosure requirement. The intent is not to prohibit all outside~~

~~employment but to ensure that the conduct of employees is not harmful to District obligations and interests in any manner.~~

~~Under no circumstances will approval be given for work at another District that is in the same line of business as this District, or in any way in competition with it. Failure to comply with this policy may be grounds for disciplinary action.~~

~~The District recognizes the right of its employees to use their skills and knowledge to augment their income outside of regular working hours. However, employee rights in this area must be balanced against the District's need for full productivity during regular hours. Therefore, outside employment will not be considered as an excuse for poor job performance, absenteeism, tardiness or refusal to work overtime. Should outside employment cause or contribute to any of these situations, the possible outcome may be discipline, up to and including termination.~~

PERSONAL APPEARANCE

The image we project must demonstrate we are professional, productive, thorough and providing the best service possible to our residents and visitors. Appearance is a major element of our image. To this end, it is the policy of the District that an employee's dress and grooming should be in the District's opinion appropriate to his or her work situation.

Hair should be clean, combed, and well-maintained.

Each department in the District has a dress code as stated below:

OFFICE PERSONNEL: A neat professional appearance is a requirement of the District office personnel. ~~Shorts, flip-flops, T-shirts, halter-tops, jeans and similar items of casual attire are not permitted Monday through Thursday. On Fridays, casual attire is permitted. Shorts must be at least fingertip length. Bare shoulders, bare midriffs, clothing with holes and sweatpants are not permitted at any time.~~

BUILDING MAINTENANCE: Must wear the Holiday Park Logo shirts provided by the District. Pants must be worn at the waist. Must wear safety glasses when working with chemicals used for the pool.

GATE ACCESS: Must wear Holiday Park logo shirts ~~(currently Royal blue)~~ provided by the District, ~~with Khaki pants or Khaki shorts~~.

PARK MAINTENANCE: Must wear the Holiday Park logo shirts provided by the District. Due to safety issues, hair must be ear lobe length or shorter, so as not to risk getting caught in maintenance equipment. When longer it must be pulled back into a ponytail or covered with some type of net. Must wear safety glasses when working with pesticides, using trimmers, when edging and using a blower.

Department supervisors are responsible for monitoring and enforcing the dress code policy. If an employee's attire is questionable, the supervisor will hold a private discussion with the employee regarding the inappropriateness of the attire. If an obvious policy violation occurs, the employee will be sent home immediately, instructed to return dressed in more appropriate clothing, and be placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status (exempt meaning salaried).

The District Manager or any Trustee ~~or HR Committee member~~ reserves the right in all situations to make the determination regarding whether an employee is in violation of this policy.

PROFANITY

The District seeks to provide a professional, business-like working environment where employees treat each other with respect and courtesy. Therefore, employees are to refrain from using profane language and gestures when talking to or in front of co-workers and residents.

The District will not tolerate language that goes beyond cursing and creates a hostile environment. Profanity that harasses employees because of their sex, race, religion, sexual orientation, or other protected class will not be tolerated. Language that contributes to the creation of a hostile environment will be subject to disciplinary action, up to and including discharge.

All employees must treat residents and guests with respect. No verbal or gesture abuse will be acceptable and will be subjected to disciplinary action.

PROPERTY

All employees are expected to exercise care and to protect District or resident's property from loss, theft or damage and report any instances to the supervisor or District office. Additionally, all employees are expected to exercise the highest care and protect resident's property from any damage while in the performance of their duties. Negligence may be cause for discipline or termination.

Unauthorized removal or personal use of District or resident property may be cause for disciplinary action or termination.

No employee will remove District property from District premises.

Supervisors or security personnel may stop departing employees and examine any boxes, bags or other containers and check items being removed ~~against a sign-out slip~~. Employees' refusal to submit to such a search may be grounds for disciplinary action or termination.

HEALTH & SAFETY

Safety, health and security are quality-of-work life issues which have a high priority in all our District activities. Our goal is to minimize human injury, illness, property loss or business interruption caused by accidents, fire or other hazards. We believe this will be achieved to the degree that all District employees accept and fulfill the safety, health and security responsibilities inherent in each job. Individually we must recognize hazards, anticipate possible exposures and risks and act to eliminate or control them.

The District expects that its workers will give their best efforts to the prevention of industrial accidents and diseases. The District will provide the necessary direction and aid to accomplish this goal.

Employee safety and health are important to this District. ~~All employees must adhere to all Occupational Safety and Health Administration (OSHA), federal and state regulations and comply with the following general rules:~~

All accidents or injuries must be reported immediately. Horseplay and practical jokes in work areas will not be tolerated. First-aid kits are available in designated areas. Employees are to be careful with their hands when operating any machinery and must see to it that others do not harm themselves on their machines. Operating shortcuts will not be tolerated and will be subject to disciplinary action.

Employees are responsible for working as they are instructed to safely produce a quality product or service. Employees are also responsible to themselves and to the District for reporting unsafe conditions or practices to management. It is then management's responsibility to act as conditions warrant.

No employee should ever perform a task or work with equipment that he/she considers to be unsafe.

HAZARD COMMUNICATIONS: It is the policy of this District to provide a safe workplace for its employees ~~based on guidelines established by Occupational Safety and Health Administration and other available recommendations~~ by state and federal regulations. The District has developed this program to assure that each of its employees receive the information and training they need so they may work safely with hazardous chemicals found in the workplace.

If employees have any questions about how hazardous waste should be handled or stored, they should see their supervisor immediately.

SECURITY

It is District policy to protect the security of District property and records through the establishment of necessary controls and procedures.

Security problems and violations cannot be handled in a constructive manner unless District management knows about them. Our security policy, therefore, places a strong emphasis on reporting security-related incidents so that the proper action can be taken.

In the event of theft, suspicious activity, or dangerous incident, employees should report the situation to their supervisor. The supervisor will assess the situation and, if appropriate, contact the local police.

The District reserves the right to inspect bags, parcels or containers being removed from the premises. Further, in the interest of health and safety the District reserves the right to inspect the workplace, including lockers, desks, files, etc.

All keys, access codes, District records, documents and other property must be turned in at separation of employment.

SEXUAL HARASSMENT

It is the policy of this District to ensure a work environment free of sexual harassment. In accordance with that philosophy, unwelcomed sexual advances, requests for sexual favors, sexual demands, or other verbal, physical or visual conduct of a sexual nature will constitute sexual harassment when:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct.
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.
- In third-party situations, one individual is offended by the sexual interaction, conduct or communications between others.

The District bases its determinations relative to employment, training, compensation and promotions on job-related qualifications in compliance with Equal Employment Opportunity Commission laws and regulations, which prohibit discrimination based on sex. Federal and State laws make sexual harassment unlawful. Just as we do not tolerate violations of other laws in our workplace, we do not tolerate violations of the laws prohibiting sexual harassment.

The District will exercise reasonable care to prevent or correct any sexually harassing behavior by launching prompt and thorough investigations and enforcing appropriate disciplinary actions or termination. In order to prevent and remedy sexual harassment in the workplace as quickly as possible, employees are encouraged to take full advantage of the District's preventive and corrective opportunities.

Employees who experience or witness sexual harassment in the workplace must report it immediately to the District office. If ~~that is~~ the District Manager is the person who is harassing the employee, the employee may approach any ~~member of the HR Committee or~~ member of the Board of Trustees. All allegations of sexual harassment will be investigated. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation.

The District will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment. Once the investigation is complete and the District determines that harassment has occurred, it will take immediate and appropriate corrective action to ~~discipline~~ terminate the harasser. ~~and prevent sexually harassing conduct from occurring in the future.~~

SMOKING

The District recognizes the right of its employees to work in an environment free of tobacco smoke. The District also recognizes the rights of employees who choose to smoke, as long as these decisions do not interfere with the right of other employees.

Smoking is prohibited in the Recreation Building, on the pool deck area, in the gate access house and in the compound buildings. Additionally, smoking is prohibited while on or using District equipment (lawn mower, gator, truck, trimmer, edger or blower). Also, smoking on a resident's property is prohibited during working hours.

Employees who smoke may smoke while on break in a designated smoking area in proximity to the recreation center, compound buildings, gate access building or while all equipment is turned off and there is a safe distance of twenty-five feet (25') from any flammable material. Cigarette urns are provided at the recreation center, compound building and gate access building.

This policy applies to all employees, contractors and visitors. Employees who violate this smoking policy will be subject to discipline or termination.

SUBSTANCE ABUSE

The possession, use or sale of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on District premises or while on District business is prohibited and will constitute grounds for disciplinary action or termination.

We will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know will have access to the records. The employee will be asked for his/her consent before test results are released to anyone else. They should be aware, however, that test results may be used in arbitration, administrative hearings, and court cases arising as a result of the employee's drug testing. Also, results will be sent to federal agencies as required by federal law.

The District restricts substances from being brought on or being present on District premises and prohibits employees and others working on District premises from reporting for work or from working with detectable levels of drugs or alcohol in their system.

Employees who come to work under the influence of alcohol or any illegal drug will be subject to disciplinary action or termination.

The term "District premises" includes any area within the District. Random searches of District premises, including personal effects ~~and employee vehicles parked thereon~~ may be conducted at any time.

Prohibited items will be confiscated and turned over to law enforcement officials when appropriate. Employees found in possession of any items or substances prohibited by this policy will be removed from District premises and subject to disciplinary action, including discharge. Employees who refuse to comply with a search or investigation as described in this policy will be subject to disciplinary action or termination.

The District will establish such procedures, in addition to testing, as it finds necessary to effectively enforce its drug policy. That may include a requirement that employees cooperate in personal, or facility searches when there is reason to believe drugs or alcohol are present, when their performance is impaired, or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action or termination.

Employees are responsible for promptly reporting to the District Manager any use of prescribed drugs which may affect their judgment, performance or behavior.

THEFT

District property is a valuable asset, costly to replace. All employees must protect District Property from theft, loss and damage.

~~If it is necessary for an employee to use District property outside the premises for District business, the employee must get written permission from their supervisor and be responsible for the items safekeeping and return of the property.~~

Any employee who violates this policy is subject to disciplinary action or termination ~~up to and including dismissal.~~

VIOLENCE

The safety and security of the District's employees, customers, vendors, contractors, residents and the general public ARE OF VITAL IMPORTANCE. Therefore, acts of violence made by an employee against another person's life, health, well-being, family or property will not be tolerated. Employees who are guilty of acts or threats of violence will be subject to disciplinary action or termination.

The District prohibits the following:

- Any act or threat of violence made by an employee against another
- Any act or threat of violence, including, but not limited to intimidation, harassment or coercion
- Any act or threat of violence which endangers the safety of employees, residents, contractors or the general public
- Any act or threat of violence made directly or indirectly by words, gestures or symbols
- Use or possession of a weapon on the District's premises

It is a requirement that an employee must report violence to their immediate supervisor, who will report to the District Manager, in accordance with this policy, any behavior that compromises the District's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential except where there is a legitimate need to know.

WEAPONS

District policy does not prohibit an employee from transporting and storing firearms in your own locked motor vehicle on District premises where motor vehicles are allowed to park.

A safe working environment is very important to all of us. During working hours no employee may have in their possession a weapon of any type whether it is visible or concealed. While this list is not all inclusive, weapons include: firearms, knives with a blade longer than four (4)

inches, any explosive material, or any other objects that could be used to harass, intimidate, or injure another individual.

In the case of a concealed weapon, any employee who determines or speculates that another employee is carrying any kind of weapon should notify his/her supervisor immediately. Employees should not, under any circumstances, attempt to disarm another employee. Any employee found carrying a concealed weapon will be turned over to the police and will be subject to disciplinary action or termination.

We reserve the right to conduct searches of any employee that enters District property. We may also search lockers, desks, purses, briefcases, baggage, toolboxes, lunch boxes, clothing or any other item in which a weapon may be hidden. The District may also authorize searches by law enforcement personnel without the employee being present. Employees have the right to refuse such a search, but they may be terminated for doing so.

Anyone in violation of this policy will be asked to leave the premises immediately. The District will also make a report of the incident to local law enforcement personnel concerning a violation of our weapons policy.

DISCIPLINARY ACTION EXPLAINED

When there is an infraction of rules and/or procedures, disciplinary action may be required that shall consist of a verbal reprimand by the District Manager in the presence of ~~an HR Committee member or~~ Board of Trustee member followed by written documentation, signed by the employee and the District Manager and filed in the Employee's personnel folder. Should an employee receive three (3) reprimands, termination shall be considered by the District Manager. The employee may appeal a termination.