



AGENDA

Hardee County Economic Development Council Hardee County Industrial Development Authority

Workshop, Hardee County Board of County Commissioners, 412 West Orange Street, Wauchula, Florida

4/25/2013 9:00 A.M

Board members

Vanessa Hernandez, EDC Chairwoman/IDA Vice-Chairwoman | Jim See, IDA Chairman/EDC Vice Chairman | Mike Prescott | Paul Roberts | Diana Youmans | Donald Samuels | Rick Justice | John O'Neal | Russ Melendy | Dottie Conerly | Doug Jensen | Lory Durrance

	Item	Action	Presenter
	Call to order		Vanessa Hernandez/ Jim See
Item 1	Health Insurance for EDC employees		Vanessa Hernandez
Item 2	New staff person		Vanessa Hernandez/ Jim See
Item 3	Presentation on Sunshine Law and Public Records- Robert Pritt		Robert Pritt
Item 4	Policies and Procedures -Review and update Manual -Other policies and procedures to discuss		Vanessa Hernandez
Item 5	Agenda Layout -Included items -tabled items -other items		Vanessa Hernandez/ Jim See
Item 6	Public Communications- What is communicated to the public		Vanessa Hernandez
Item 7	Back door security		Jim See
Item 8	Other Business or Additional Items to Discuss		
Item 9	Adjournment		



Office Policies and Procedures Manual

April 2013

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EMPLOYMENT POLICIES

Equal Opportunity Employment

It is the policy of the Hardee County Economic Development Council/Office in its recruitment, hiring, training and promotion practices to grant equal opportunity to all qualified persons without regard to race, color, national origin, religion, sex, marital status, age, disability, or veteran status, and to select the most qualified person for each position within the organization. These principles will be applied to all human resource and benefits.

Probationary Period

All employees hired as staff to the Hardee County Economic Development Office are hired under a ninety-day (90) probationary period. An employee may not use vacation or sick leave and is not eligible for health insurance until this probationary period is successfully completed.

Employee Orientation

In addition to the Employee Policies and Procedures manual, each new employee will receive a full orientation including an overview of the Hardee County Economic Development's mission, Board members, governance, performance and member services expectations.

Hiring Authority

The Hardee County Economic Development Board of Directors have the final authority to hire and terminate the Director of Economic Development. They also have the authority to entertain motions to remove other Board members. The Director of Economic Development has the authority to hire and terminate office staff.

Hours of Operation

Hardee County's Economic Development office hours of operation are from 8:00am-4:30pm(EST), Monday-Friday. All full time employees are expected to work regular office hours. All telephone calls and emails will be responded to within 24 hours.

Compensation

Hardee County Economic Development salaries are based on job content and responsibilities. Increases in annual pay are not automatic. The Board of Directors may discuss increases in annual pay. Employees will be paid every other Thursday (26 pay periods per year).

Performance

Performance standards will be established for each position and will be mutually agreed upon by management and employee. Performance evaluations will be conducted at the conclusion of the ninety (90) day probationary period. A performance evaluation does not necessarily involve a salary increase.

Discipline

The intent of disciplinary action is not to restrict the rights of employees, but to protect the rights of all and ensure equality. Depending on the severity of the issue the following will occur. A written warning will be issued on the first occasion of unsatisfactory conduct of performance. A second offense will result in suspension without pay for a length of time deemed appropriate by the Director, in consultation with the Board of Directors, and documentation thereof will be placed in the personnel file. The consequence of the third incident shall be termination of employment. This all applies to the Board of Directors as well.

Separation

Resignation: It is the hope of the Hardee County Economic Development office/Board that all employees resign in good standing, except in the case of emergency. Two (2) week's notice is required, in writing to the Economic Development Director

Termination: The Director may dismiss a full time employee with either two weeks advance notice in writing of the date of their dismissal or without notice. If dismissal is without notice, severance pay equivalent to two weeks regular salary will be paid. In the event of dismissal by the Director, the employee may appeal in writing to the Executive Committee of the HCEDC Board within five (5) working days from the date of dismissal notification. Any employee dismissed for reasons of illegal or immoral conduct shall not be entitled to two weeks severance pay. During the initial probationary period, an employee may be dismissed at any time with or without notice.

Injuries/Accidents

Should an employee of the Hardee County Economic Development receive injuries while performing his/her duties or conducting official business, it should be immediately reported to the Director of Economic Development.

EMPLOYMENT BENEFITS

Paid Holidays/Vacation/Illness and Other leave

The holidays regularly observed by the Hardee County Economic Development are as follows:

New Year's Holiday

Martin Luther King Jr's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Rosh Hashanah

Yom Kippur

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

If a holiday falls on a Saturday, the holiday will be observed on Friday. If the holiday falls on a Sunday, Monday the holiday will be observed.

Vacation

All full time employees are eligible for vacation leave as follows:

One week per calendar year beginning with employment after the 90 day probationary period.

Two weeks per calendar year beginning with the 2nd year of employment.

Three weeks per calendar year upon completion of five years employment.

**Employees may take vacations at any time during the year, provided the request is arranged in advance with the Director. Vacations will not be granted during an event or other obvious conflict.*

Leave of Absence

Any request for Leave of Absence must be approved by the Director.

Military Leave

The Hardee County Economic Development Office conforms to all federal and state regulations pertaining to military service and will grant a paid leave of absence for any employee while engaged in summary training with military reserve.

Unpaid leave of absence: An employee who must be away from work, and who has no accrued sick or annual leave may be granted reasonable leave of absence without pay upon approval of the Director.

Health Insurance and Other Benefits

Health Insurance: All full time employees are eligible for medical coverage upon successful completion of the ninety (90) day probationary period. The Hardee County Economic Development Office will give the staff \$500 a month for monthly premiums and the Director will receive \$700 month.

Cell Phone: All office staff will receive \$100 month in cell phone reimbursement for conducting business on their phones.

Note In the event that the EDC takes out insurance for its employees, the health insurance reimbursements will be no longer given.

Jury Duty

Full time permanent employees shall be granted leave with pay for jury duty.

Inclement Weather

It is recognized that from time to time, inclement weather will prohibit the observance of normal office hours. In the event inclement weather occurs before regular office hours, HCEDC will be closed if the County offices are closed. Employees are not to come to work in this instance until notified by the Director to do so.

Once the threat of inclement weather is over, the Director will make the decision to reopen the office. Staff members will be called by the Director and asked to report to work. If an employee has a problem getting to the office once notified to report (i.e. flooding), this will be discussed with the Director.

Should it become apparent during the time the office is open that inclement weather conditions are developing to the point that the safety of staff members or their families is questionable, a decision will be made by the director to close the office.

OFFICE & ADMINISTRATIVE POLICIES

Dress Code

Business attire shall be worn during working hours. We do have Casual/Jeans Friday.

Telephone and Customer Service

Anytime an employee represents Hardee County Economic Development, they must do so in a courteous and pleasant manner. All telephone messages must be given to the appropriate person in a timely manner.

Confidentiality

As Hardee County Economic Development may be entrusted with confidential *matters*, it is mandatory employees keep such matters in the strictest of confidence.

All information and records on negotiations and other arrangements with the HCEDC on prospects, clients, and government agencies is proprietary to the HCEDC. Only the Director is authorized to discuss or release HCEDC proprietary information to the media, elected or appointed government officials or the general public. The Director may formerly designate another HCEDC staff person to release specific information on behalf of the HCEDC. Violation of this policy is grounds for immediate termination.

Personal Code of Conduct

Economic Development staff should conduct themselves in a professional manner in dealing with the public, membership, and fellow employees. Appropriate member service and respect is mandatory.

Computer Policy

It is not permitted that employees visit websites that are not appropriate and have or may have vulgar material on them (i.e. chat *rooms*, instant messaging, adult websites, etc) at any time.

Travel and Expense Reimbursement

It is the policy of Hardee County Economic Development to reimburse reasonable travel and expenses. All travel must be documented on a mileage form. The employee must turn this form in to be reimbursed. Any receipts must also be attached for reimbursement. Mileage will be reimbursed at the rate of .55 cents per mile or at the rate the IRS has set. HCEDC will not

assume responsibility for traffic violations occurring during the use of privately owned or staff vehicles on HCEDC business.

Funds Received

All funds received must be recorded and deposited within 24 hours.

Sexual Harassment

It is the policy of the Hardee County Economic Development that every employee and Board member shall enjoy a work environment free from harassment. Sexual Harassment is offensive and undermines the integrity of Hardee County Economic Development employee relations. If harassment is sustained, it will result in immediate termination of the offending employee or Board member.

Substance Abuse

Hardee County Economic Development is a drug free workplace, and its policy regarding substance abuse encompasses alcohol, illegal drugs or other controlled substances. An employee who begins work while impaired, or who becomes impaired while at work, is guilty of a major violation of policy and is subject to severe disciplinary action or immediate termination. The possession, transfer or sale of any substance at the workplace is expressly prohibited and may be cause for immediate dismissal.

Zero Tolerance

The following issues will be considered zero tolerance and may result in immediate termination from employment.

- Weapons in the Workplace
- Use of Illegal Drugs
- Sexual Harassment
- Verbal Harassment
- Breaking Confidentiality
- Bullying
- Misuse of Company computer/email(adult websites, chat rooms, pornography, etc)



**HARDEE COUNTY
BOARD OF COUNTY COMMISSIONERS
PUBLIC RECORDS REQUEST POLICY**

1. INTRODUCTION

It is the policy of the Hardee County Board of County Commissioners ("County") that all county records, with the exception of exempted records identified by Florida Statutes, §119.07 or other applicable sections of Florida Statutes, shall be open for personal inspection by any person.

"Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the County. (F.S., §119.011(1)).

2. OBJECTIVE

The purpose of this policy is to affirm the public's right to access County records, to set forth the procedures that will facilitate accessibility of information to members of the public, and to establish fees to be levied by the County to cover the cost of responding to public records requests.

3. AUTHORITY

The Public Records Law, Chapter 119, Florida Statutes.

4. PROCEDURE

A. Processing Public Records Requests

(1). *Requests for Readily Available Documents*

"Readily available documents" are those that are easily retrievable, regularly disseminated to the public, and do not require additional review in order to determine whether they contain exempt information, such as meeting minutes, program information sheets, engineering maps, and personnel files (which have already had exempt information redacted.) Any County employee who receives a request for this type of information should comply as

soon as practicable by either referring it to a department supervisor or providing review and/or a copy of the information requested, as appropriate. After assisting the requestor, staff should transmit information regarding any unusual requests to the County Manager's office to inform them about what was requested and provided. Since the documents are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requestor should be charged as indicated in 48. below.

(2). Requests for Other Documents

- a. **Although it cannot be required of them,** all requestors should be encouraged to put their public records requests in writing. This will assist staff in clarifying the exact scope of the request. Requestors should specify whether they wish to simply inspect records or obtain copies.
- b. As soon as reasonably possible after the receipt of a Public Records request, Staff should acknowledge the request and forward it to appropriate County Departments, which may have records responsive to the request.
- c. Department Heads receiving an e-mailed Public Records request will respond as soon as possible as to whether they have any responsive documents and what the estimated amount of retrieval time will be. If any of the responsive documents are stored off-site, the Department will promptly notify the requestors as to the estimated time for retrieval.
- d. If Departments that have responsive records in their possession indicate that the retrieval of the records will take more than fifteen minutes, they will need to contact the requestor with an estimated labor charge for the retrieval. Departments should provide the requestor with the name and hourly pay rate of the employee who will be doing the retrieval. They should select the lowest paid employee capable of efficiently retrieving the records.
- e. Staff shall notify the requestor of the estimate and confirm whether the requestor is willing to pay the labor charges and copying charges, if any. They will confirm with the requestor that the County must be paid in advance of the requestor's receipt of the records. For large requests, (those requiring more than \$25 in labor charges or more than \$25 in copy charges), the County shall require an advance deposit of 100% of the estimated sums prior to beginning retrieval.

- f. The County shall make every effort to respond fully to all Public Records Act requests as quickly as possible.
- g. Requests for documents which may contain information which is exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted as necessary by the custodian of the records. The Records Management Liaison Officer for the County should be contacted for clarification of exemptions under F.S. 119.
- h. Florida law provides a schedule for the length of retention of various types of public records. Staff shall contact the Records Management Liaison Officer for assistance in determining the correct retention schedules and to arrange for destruction in accordance with the state mandated procedures. In no event shall staff proceed with destruction of records that are the subject of a current Public Records Act request or records that are currently at issue in pending litigation.
 - 1. If scope of records request is not well defined or is extensive in response to timeframes and specificity, County Attorney must be contacted to aid in determining the scope of work with request to define the scope.

(3).Media Requests

Requests from the media for Public Records shall be handled consistently with the procedures outlined above.

B. Charges for Public Records

(1). General

- a. The charge for a duplication of a one-sided letter size (8-1/2" x 11"), legal size (8-1/2" x 14") or oversize (11" x 17") document, capable of being reproduced on existing County equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty (\$.20) per copy.
- b. The charge for copies of documents on microfilm or microfiche shall be twenty-five cents (\$.25) each.
- c. For large, single documents not covered above (i.e. blueprints, maps, plats, etc.), the charge shall be the actual cost to the County for outside reproduction.
- d. For books and other multi-page volumes printed by the County (i.e. annual budget, growth management plan, various

financial reports), the charge shall be the actual cost for outside reproduction.

(2). *Multi-Media Public Records Requests*

- a. If a photographic reproduction is requested, the charge shall be the actual cost for outside reproduction.
- b. The charge for copies of cassette tapes, video tapes or other such media shall be the cost to the County, plus applicable labor charges.

(3). *Information Systems*

- a. The charge for paper output copies generated from a computer system shall be in accordance with 1a., above. The charge for output to any other medium (i.e. diskette, tape cartridge, tape reel, etc.) shall be the cost to the County for such medium.
- b. Charges shall be imposed for the "extensive use of information technology." When there is no readily available existing report or program to present the specific information requested, a quote will be provided based on hours to collect the data. In the event non-staff consulting assistance is needed to provide the information, the hourly rate will be based on the rate charged by the non-staff consulting agency.

(4). *Labor Charges*

For extraordinary requests requiring more than 15 minutes of staff time, a labor charge will be imposed. Such charge shall be the result of the current rate of pay (including benefits) for the pay grade of the person performing the service, multiplied by the actual time worked to accommodate the request and measured in tenths of an hour.

(5). *Revenue Collection and Receipts*

A receipt for payment of costs associated with Public Records shall be given to the requestor upon payment of the levied fee. All fees collected shall be forwarded to the Finance Department for deposit in the County's General Fund.

(6). *Access to Records*

- a. For the purpose of this policy, "reasonable" time to provide access to public records is during normal working hours – Monday – Friday, 8:00 a.m. – 5:00 p.m. At all times records will be inspected, reviewed and copied under supervision by the

custodian of the public records requested, or the custodian's designee, pursuant to F.S. 119.07.

- b. A reasonable special service charge will be imposed based on the actual labor cost for clerical personnel who may be required due to the nature or volume of a public records request to safeguard such records from loss or destruction during their inspection.

5. REFERENCE

Florida Public Records Law, Chapter 119, Florida Statutes.

6. GENERAL DEPARTMENTAL REQUIREMENTS

All Department Heads shall make an effort to inform employees about the Florida's Public Records Law and an explanation of the Public Records Law shall be a required part of the orientation for all new employees.

7. EFFECTIVE DATE

This Policy was approved by the Hardee County Board of County Commissioners on the 17th day of January, 2008.

Amended: June 05, 2008