

RESOLUTION 2019-07  
Personnel Policies and Procedures/Employee Handbook  
Wednesday, July 10, 2019

**WHEREAS**, the Spring Lake Improvement District (hereinafter “District”) was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida and;

**WHEREAS**, Chapter 298 of the Florida Statutes authorizes the Board of Supervisors, hereinafter referred to as the “Board”, of the Spring Lake Improvement District, hereinafter referred to as “District”, to prescribe, and establish policies and procedures for the District and;

**WHEREAS**, the Fiscal Year ’18 Audit recommended certain changes in said document and;

**WHEREAS**, Sections Sections 11.13.03 and 11.21.01 were recommended for revision, and section 11.21.07 to be deleted and;

**WHEREAS**, the Board having reviewed such changes according to the attached Exhibit “A” it is upon consideration:

**RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING  
LAKE IMPROVEMENT DISTRICT, HIGHLANDS COUNTY,  
FLORIDA TO REVISE SECTIONS 11.13.03 AND 11.21.01 AND  
DELETE SECTION 11.21.07 AS ATTACHED IN EXHIBIT A.**

This revision will become effective this 10<sup>th</sup> day of July, 2019.

Spring Lake Improvement District

By: \_\_\_\_\_  
Gary Behrendt, Chairman

Attest:

By: \_\_\_\_\_  
Tim McKenna, Secretary

## Exhibit "A"

# Personnel Policies and Procedures/Employee Handbook

**11.13.03** at the conclusion of each work week the employee shall sign their time card acknowledging that the number of hours worked is correct. The Supervisor will round up the total hours to reflect a whole number, not to exceed 40 hours.

**11.21.01** the District shall establish an accrued sick day schedule and conditions of their use. Sick days may not be taken prior to being accrued.

**11.21.07** This section will be **DELETED**

## Hours of Work 11.12

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**11.12.01** The District shall develop and annually review all general compensation areas.

### **11.12.02 Hours of Work**

The District's normal work hours are 8 a.m. to 4:30 p.m., Monday through Friday with a half hour for lunch. Adjustments can be requested and approved by the District Manager.

### **11.12.03 Breaks**

The District recognizes that rest periods of short duration are needed when operating heavy equipment such as the Motrim and Backhoe, and when the use of weed eaters and trimmers are used over long periods of time.

### **11.12.04 Overtime**

Nonexempt employees may not work overtime without the express prior approval of the District Manager.

### **11.12.05 Paydays**

The workweek begins at 12:01 am Monday and ends at 12 midnight the following Sunday. Employees are paid weekly thru direct deposit, unless otherwise authorized by the District Manager. If a payday falls on a holiday, paychecks will be distributed on the preceding workday.

### **11.12.06 ERRORS IN PAY**

The District takes every precaution to avoid errors in employee paychecks; if an error occurs the employee shall notify their supervisor. If an error is found, the employee shall receive an adjustment on the next regular payday.

## Time Cards/Clocks 11.13

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**11.13.01** all non-exempt employees shall record hours of work by using a time card. If you remain on the premises, you are required to punch out and in at lunchtime. If you make a mistake on your card or fail to punch it, tell your Supervisor at once and let him/her correct it. No correction fluid or tape may be used.

**11.13.02 DO NOT PUNCH ANY CARD BUT YOUR OWN.** Punching another person's time card may subject you to dismissal.

**11.13.03** at the conclusion of each work week the employee shall sign their time card acknowledging that the number of hours worked is correct, and Job Function Sheets have been updated and turned in at the end of each month.

**11.19.02** Vacation days may be accumulated up to a total of 30 days

**11.19.03** Vacation pay consists of straight-time pay

**11.19.04** Employees must give notice before taking vacation. For vacations of a week or more employees will submit a request 20 days in advance. Shorter absences require anywhere from a week's to a day's notice, depending on the supervisor's need for advance planning and the impact of the employee's absence on the work unit's productivity and overall operations.

**11.19.05** in scheduling vacations, SLID tries to accommodate employee preferences. However, employees who request vacation leave during busy periods or at times when co-workers have already requested vacation might need to make alternate plans. If two employees who need to cover for each other have overlapping vacation requests and cannot resolve the matter themselves, their immediate supervisor makes a decision. In making such decisions, supervisors weigh the District's business needs; the timeliness of the requests, the employees' respective seniority, and the amount of time off each employee has taken in the preceding year. The District Manager will handle conflicts.

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## **Health Insurance 11.20**

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**11.20.01** The District shall provide Health Insurance to all full time employees and review coverage's on an annual basis during the budget process.

**11.20.02** All employees shall attend a yearly presentation by the District insurance broker to review all health insurance coverage.

**11-20-03** Deposits to Health Savings Accounts shall be made in January and July of each fiscal year.

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## **Sick Days 11.21**

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**11.21.01** The District shall establish an accrued sick day schedule and conditions of their use on a yearly basis during the budget process.

**11.21.02** Employees shall not be paid for any accumulated sick leave.

**11.21.03** all regular full-time employees are eligible for 13 days' sick leave per calendar year (one day per 160 hours worked). Regular part-time employees are eligible to accrue sick leave on a pro rata basis. Employees do not accrue sick leave during their introductory periods. Temporary employees are not eligible to earn or receive sick leave benefits.

**11.21.04** Sick leave may be taken for personal illness, emergency, disability, or bereavement.

**11.21.05** Hours absent for medical and dental appointments shall be treated as sick leave.

**11.21.06** New employees who are absent because of illness or disability during their introductory periods shall not be compensated.

**11.21.07** Sick leave may be accumulated up to a total of 30 days.

**11.21.08** The District retains the right to reject any medical excuse or diagnosis/recommendation offered and to request verification from a licensed medical practitioner designated by the District for any absence due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.

**11.21.09** an employee must use all of his or her accrued sick leave and earned vacation during an unpaid family or medical leave. The remainder of the leave will then consist of unpaid leave. For example, an employee who requests a 12-week medical leave but who is entitled to two weeks paid sick leave will be required to take two weeks paid sick leave and 10 weeks unpaid medical leave.

**11.21.10** Use of sick leave for personal (or family) emergencies is subject to the approval of the District Manager. It is the sole responsibility of the employee to contact the District Manager for such use of sick leave.

**11.21.11** approved sick leave and authorized absence from work due to a bona fide illness or absence may still result in administrative termination of employment when circumstances prevent the employee from being able to work full time or in a consistently dependable manner.

## **Life Insurance 11.22**

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**11.22.01** The District shall provide employees a Life Insurance policy in the amount of \$50,000 upon the District's yearly renewal providing the employee has successfully completed their introductory period. Additional coverage is available at the employee's expense thru the Districts AFLAC representative.

**11.22.02** The District shall provide all employees a synopsis of the life insurance program on a yearly basis.

## **Pension 11.23**

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**11.23.01** The District shall provide a Pension Program for those employees who are 21 years old and have two years of service. The District shall contribute 6% of the employee's gross wages to an IRA/SEP self-directed plan. Contributions are made on a quarterly basis to New York Life Mainstay Funds and vesting is immediate.