

# EQUAL EMPLOYMENT OPPORTUNITY PLAN

March 1, 2018 – February 28, 2022



Space Coast Area Transit  
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## **I. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the continuing policy of Space Coast Area Transit, to promote the concepts of equal opportunities for all of its employees and applicants for employment.

All decisions on employment will be based on the principles of Equal Employment Opportunity.

Space Coast Area Transit continues to recruit, hire, train and promote based on merit principles, persons in all job classifications without regard to race, color, religion, national origin, ancestry, age, gender, marital status, or a disability which does not preclude the performance of the essential functions of the job, with reasonable accommodation provided as necessary. Promotional decisions shall be in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid requirements for promotion.

The EEO Policy posted on the Employee Bulletin Board, states that an employee has the right to file complaints alleging discrimination with the EEO Officer.

The workforce composition continues to be reviewed on a quarterly basis to ensure proactive hiring and promotions.

Ms. Colby Stallings, Finance Officer, will be the EEO Officer for Space Coast Area Transit and will work with the Brevard County EEO Officer for all EEO complaints against Space Coast Area Transit.

1. All personnel actions; such as compensation, benefits, transfers, layoffs, return from layoffs, training, education, and social programs, shall be administered without regard to race, color, religion, national origin, ancestry, gender, age, marital status, or disability.

The equal employment opportunity objective of Space Coast Area Transit is to achieve, within a reasonable period of time, an employee profile, which is an appropriate reflection of the relevant labor market availability, with respect to race, gender, and other protected groups in each job category.

2. The major thrust of the Space Coast Area Transit efforts is to reach this objective through the implementation of an Affirmative Action Plan, including goals and timetables designed to change the race and gender profile in those areas where there has been underutilization of the protected groups. Directing staff to meet goals for the inclusion of women is doing this and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories. This Affirmative Action Plan seeks to harmonize the need to correct the effects of any prior discrimination with the need to protect all individuals from the discrimination prohibited by non-discrimination laws.

3. As part of the annual evaluation of the management staff, the Transit Director will evaluate the success of the EEO program and share this with the managers and supervisors.
4. All Management staff share in the responsibility of the Affirmative Action Plan and are assigned tasks in hiring and promotions to assure compliance is achieved.
5. No employee or witness shall be retaliated against because of his/her having filed an internal complaint, or a complaint with an outside agency, or for having voiced opposition to an act he/she believes to be discriminatory, or having cooperated with an investigation of a discrimination complaint.
6. Performance by managers and supervisors will be evaluated on the success of the EEO program, the same way as their performance on the SCAT's goals.
7. The successful achievement of the EEO goals has and will provide benefits to the recipient through a fuller utilization and development of previously underutilized human resources.

  
\_\_\_\_\_  
Scott Nelson, Interim Transit Director

2/21/18  
\_\_\_\_\_  
Date



## **II. EEO POLICY DISSEMINATION**

### **A. INTERNAL POLICY DISSEMINATION:**

1. The EEO Policy is posted on the Employee Bulletin Board and is discussed in the employee orientation program for new employees.
2. The EEO Policy is a required Brevard County training program for new supervisors within 90 days for their appointment.
3. The Space Coast Area Transit and the Brevard County EEO Plan is displayed in areas where employees or applicants have access to review the policy. Copies of the policy are available at the administration office and the Employee Bulletin Board.
4. The Space Coast Area Transit's and the Brevard County's EEO Policy are communicated to all SCAT employees.
5. The EEO Policy and Affirmative Action Plan shall be public records.
6. Any type of publications by SCAT, which feature pictorial presentations of groups of SCAT employees shall include pictures of both minorities, women and members of other protected groups.
7. Management and supervisors engaged in SCAT's hiring process shall receive training on the applicable State and Federal EEO laws.
8. The Transit Director will meet with Union officials to inform them of SCAT's EEO Policy and Affirmative Action Plan and request their cooperation.

### **B. EXTERNAL POLICY DISSEMINATION:**

1. The EEO policy and the Affirmative Action Plan shall be provided to organizations identified within the community whose membership includes significant members of minorities, women and other protected groups.
2. SCAT is a County Department and uses the County Human Resources to recruit new employees. All sources used for recruitment including minority and women's organizations, community agencies, community leaders, schools shall be informed in writing, through distribution of the weekly Job Opportunity publication, of the County's EEO policy.

3. All employment advertisements shall contain the phrase, An Equal Opportunity Employer.
4. Any posters required by Title VII, Fair Labor Standards Act, Americans with Disabilities Act, etc., concerning equal employment, age discrimination, equal pay, and the disabled, as well as, the internal EEO Policy shall be displayed in a conspicuous place on the Employee Bulletin Board at Space Coast Area Transit.

### **III. DESIGNATION OF PERSONNEL RESPONSIBILITY**

It is the responsibility of each supervisory level employee of Space Coast Area Transit to encourage and increase minority and female employment and maintain an atmosphere conducive to sound human relations through personal example. All supervisory staff is encouraged to take an active and/or supportive role in both the planning and implementation of the Affirmative Action Program.

A. The ultimate responsibility and accountability for implementing the EEO program rests with the Transit Director. The Transit Director shall be responsible for the execution of the Space Coast Area Transit's Equal Opportunity Policy and Affirmative Action Plan to further such equal employment opportunity objectives using available SCAT resources and personnel.

B. The EEO Officer Responsibility:

1. Under the guidance of the Transit Director, and the Brevard County EEO officer, the SCAT EEO Officer shall have the responsibility for the implementation of the Affirmative Action Plan.
2. Be sensitive to, and aware of, the varied ways in which discrimination occurs and be committed to the EEO program goals and objectives.
3. Have knowledge of civil rights precepts, policies, rules, regulations, and guidelines.
4. SCAT EEO Officer has the authority and ability to work and communicate with other Managers and supervisors to achieve the EEO goals and objectives.
5. The EEO Officer shall develop and recommend EEO policy, a written EEO program and develop internal and external communication procedures.
6. Assist the Director in setting goals and timetables to achieve the goals.
7. Design, implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.

8. Report periodically to the Transit Director on the progress of each unit in relation to SCAT goals.
9. The EEO Officer will serve as liaison between SCAT, County Government, and organizations representing minorities, women, persons with disabilities and community action groups concerned with diversity and employment opportunities for protected classes.
10. Assure that current legal information affecting affirmative action is disseminated to the Transit Director and SCAT managers.
11. Assist in recruiting minority, disabled and women applicants and establish outreach sources for use by hiring supervisors and managers.
12. The EEO Officer will concur in all hires and promotions.
13. Process in a timely manner, employment discrimination complaints.

C. SCAT Managers and Supervisors shall have the following responsibilities:

1. Assist in identifying problem areas and establishing SCAT goals and objectives.
2. Be active in minority organizations, community action organizations and community service programs designed to promoting EEO activities.
3. Using the current utilization analysis, review with the EEO officer, positions filled by appointment or promotion and outline efforts that can be instituted to enhance the EEO and Affirmative Action Plans and fill the targeted key positions.
4. Make the EEO and Affirmative Action Plan available to employees and hold discussions with other managers, supervisors and employees to assure SCAT's policies and procedures are being followed.
5. Review qualifications of all employees to assure that minorities, persons with disabilities and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation.

6. Inform all personnel that unlawful discrimination in any form will not be tolerated and will be dealt with appropriately.
7. Conduct and support career counseling for all employees.
8. Participate in periodic audits to ensure that SCAT is in compliance (EEO posters displayed on all employees' bulletin boards.)

## **IV. UTILIZATION ANALYSIS**

### **Utilization Study:**

Space Coast Area Transit is a Department of Brevard County Board of County Commissioners and as such uses the Office of Human Resources to recruit persons for employment.

The County prepares a utilization study that contains an analysis of all major job categories in Space Coast Area Transit with an explanation showing if minorities or women are currently being underutilized in any one or more job categories. The utilization analysis is conducted separately for minorities and women.

In determining whether minorities are being underutilized in any job category, the following factors are used:

1. Minority and female availability for the County's relevant labor market area.
2. The percentage of minority and female employees in the County work force as compared with the availability of minorities and females in the relevant labor market area.
3. The general availability of minorities and females having required requisite skills in the relevant labor market area.
4. The availability of promotable and transferable minorities and women within the County.

### **A. Space Coast Area Transit Utilization Analysis:**

The utilization analysis shall be conducted by comparing Space Coast Area Transit's current work force composition to the availability of Black, Hispanic and other protected groups in the relevant labor market obtained from the most current Labor Market data.

The first analysis (Table IV.A.a) shall compare the current utilization in SCAT's work force of members of both genders in each group to the relevant labor market availability. The second analysis (Table IV.A.b) shall compare the current utilization in SCAT's work force in each group to the relevant labor market.

The statistics are the basis for the utilization analysis of Space Coast Area Transit's current work force composition. Only those job classifications that are currently filled shall be contained in the utilization analysis.

The utilization analysis shall provide the basis for targeting key positions. In those instances where the utilization analysis indicates that Space Coast Area Transit's work force composition is less than 80% of the ratio available in the relevant labor market for a particular protected group (i.e., black, Hispanic, other, female) and such information is statistically significant, such positions shall be targeted as key positions.

[illegible]



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Job Category	Salary Range (\$XX,000-XX,000)	All	WM	MM	WF	MF	W	All/AN	B	H/L	A	NHOP1	Mult	W	All/AN	B	H/L	A	NHOP1	Mult	
2	Use EEO-4																					
45	4 - Protective Service																					
46	Current Workforce		0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
47	Percent in Category	<Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
48	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
51	Percent Underutilized								No	No	No	No	No	No	No	No	No	No	No	No	No	
52	Number Needed to Reach Parity								No	No	No	No	No	No	No	No	No	No	No	No	No	<-Entry
53	Planned percent increase Year 1																					<-Entry
54	Planned percent increase Year 2																					<-Entry
55	Planned percent increase Year 3																					<-Entry
56	Planned percent increase Year 4																					<-Entry
57																						
58																						
59	5 - Paraprofessional																					
60	Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<-Entry
61	Percent in Category	<Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
62	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
65	Percent Underutilized								No	No	No	No	No	No	No	No	No	No	No	No	No	
66	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
67	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	<-Entry
68	Planned percent increase Year 1																					<-Entry
69	Planned percent increase Year 2																					<-Entry
70	Planned percent increase Year 3																					<-Entry
71	Planned percent increase Year 4																					<-Entry
72																						
73	6 - Administrative Support																					
74	Current Workforce	\$28,456-45,365	3	0	0	2	1	-	-	-	-	-	-	-	2	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
75	Percent in Category	<Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<-Entry
76	Percent of Availability					66.7%	33.3%	0.0%	0.0%	0.0%	0.0%	0.4%	0.4%	0.0%	53.7%	0.2%	5.5%	5.0%	1.4%	1.4%	0.0%	<-Entry
79	Percent Underutilized							28.3%	0.0%	3.0%												
80	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
81	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	<-Entry
82	Planned percent increase Year 1																					<-Entry
83	Planned percent increase Year 2																					<-Entry
84	Planned percent increase Year 3																					<-Entry
85	Planned percent increase Year 4																					<-Entry
86																						<-Entry

# Utilization Analysis by Job Category

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Job Category	Salary Range (\$XX,000-XX,000)	All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Mult	W	AI/AN	B	H/L	A	NHOPI	Mult	
2	Use EEO-4																					
37	7 - Skilled Craft	\$26,770-30,534	4	1	1	1	1	1	-	-	1	-	-	-	1	-	1	-	-	-	-	
38	Current Workforce																					
39	Percent in Category	Entry		25.0%	25.0%	25.0%	25.0%	25.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.9%	0.0%	0.0%	0.3%	0.0%	
40	Percent of Availability								0.5%	7.7%	7.2%	1.1%	1.3%	0.0%	6.4%	0.0%	0.0%	0.7%	0.3%	0.3%	0.0%	
41	Percent Underutilized																					
42	Underutilized (Year/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
43	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
44	Planned percent increase Year 1																					
45	Planned percent increase Year 2																					
46	Planned percent increase Year 3																					
47	Planned percent increase Year 4																					
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116	Planned percent increase Year 4																					
117	Planned percent increase Year 4																					
118	Planned percent increase Year 4																					

Notes: \* Two or more races data not included Source: Census 2010-Residence Data Results (www.factfinder.com)

## **V. GOALS AND TIMETABLES**

### **A. Employment Goals Criteria:**

Employment goals shall be established utilizing the following standards:

1. The Transit Director and each manager shall be invited to participate in the goal setting process.
2. The utilization analysis will be used.
3. Goals shall not consist of rigid and inflexible quotas that must be met, but are targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.
4. Space Coast Area Transit shall establish and set forth, where deemed necessary, specific goals separately for each protected group.
5. Such goals, with supporting data and the analysis thereof, shall be part of Space Coast Area Transit's written Affirmative Action Plan and maintained in every office.
6. Support data for the required analysis and program shall be compiled and maintained as part of Space Coast Area Transit's affirmative action program.

### **B. Job Categories:**

#### **1. Officials and Administrators**

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments.

Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or work experience and other training, which provides comparable knowledge.

#### **2. Professional**

Occupations, which require specialized knowledge.

3. Technicians

Occupations, which require a combination of basic technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

4. Administrative Support

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.

5. Skilled Craft

Dispatchers: Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information.

6. Service-Maintenance

Occupations in which workers perform duties, which result in or contribute to the safety of the general public. This would include bus drivers and maintenance workers.



Job Category (Use EEO-4)		Total		W		A/IAN		B		H/L		A		NHOP1		M	
		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																	
Number Applied		-	-														
Total Hires		-	-														
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>3 - Technicians</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>4 - Protective Service</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessional</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		-	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		1	2	-	-	-	-	-	-	-	1	-	-	-	-	1	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																	
Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires		14	6	10	4	-	-	2	2	2	-	-	-	-	-	-	-
Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Four-Fifths Adverse Impact Analysis by Job Category Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	12	3	12	3	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: Space Coast Area Transit does not track the number of persons applied that are Veterans or Disabled-County policy does not allow SCAT to ask if a person is disabled prior to hiring or after a person is hired.



## Promotions

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators	Number Applied	-	-													
	Total Promotions	-														
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals	Number Applied	-	-													
	Total Promotions	-	1	-					1	-						
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians	Number Applied	-	-													
	Total Promotions	-	-	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service	Number Applied	-	-													
	Total Promotions	-	-	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional	Number Applied	-	-													
	Total Promotions	-	-	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support	Number Applied	-	-													
	Total Promotions	-	-	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft	Number Applied	-	-													
	Total Promotions	-	-	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance	Number Applied	-	-													
	Total Promotions	-	1	-					-							
	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:



**Four-Fifths Adverse Impact Analysis by Job Category**  
**Training**

Job Category (Use EEO-4)	Total		W		A/A/N		B		H/L		A		NHOP		M	F
1 - Officials & Administrators	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Workforce	5	3	5	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	5	3	5	1	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	2	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Trained	2	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	2	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Trained	1	2	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	-	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	100.0%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	100.0%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	2	5	1	2	-	-	3	-	1	-	-	-	-	-	-	-
Total Trained	2	5	1	2	-	-	3	-	1	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	73	30	44	20	3	-	17	4	9	6	-	-	-	-	-	-
Total Trained	73	30	44	20	3	-	17	4	9	6	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A

# Four-Fifths Adverse Impact Analysis by Job Category Training

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	No	No	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Notes:



## Terminations

[illegible]

# Four-Fifths Adverse Impact Analysis by Job Category Terminations

Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>5 - Paraprofessional</b>																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Total Workforce	-	3		2			-	-	-	-	-	-	-	1	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A
<b>7 - Skilled Craft</b>																
Total Workforce	2	5	1	2			-	3	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																
Total Workforce	73	30	44	20			17	4	9	-	-	-	3	6	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	1.4%	0.0%	2.3%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	No	No	N/A	N/A

Notes:



Job Category (Use EEO-4)		Total		W		A/AN		B		H/L		A		NH/PI		M	
1 - Officials & Administrators	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Total Workforce																	
1 Day Suspension	5	3	5	1							2						
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
2 Day Suspension																	
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
5 Day Suspension																	
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
2 - Professionals																	
Total Workforce																	
1 Day Suspension	2	1	1								1						
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
2 Day Suspension																	
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
5 Day Suspension																	
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	
3 - Technicians																	
Total Workforce																	
1 Day Suspension	1	2	1								1						
Discipline Rate	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A	-	-	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	



[illegible]



<-Entry



Notes:



## **VI. ASSESSMENT OF EMPLOYMENT PRACTICES TO IDENTIFY CAUSES OF UNDERUTILIZATION**

### **Utilization Analysis Narrative**

The Utilization Analysis conducted compares the most recent data available of the relevant labor market from the 2010 Census by Gender, Race and Hispanic Origin.

The following groups are included in Space Coast Area Transit's workforce:

1. Officials and Administrators
  - Transit Director
  - Manager of Operations and Maintenance
  - Finance Officer
  - Area Operations Manager
  - Customer Service Supervisor
  - Area Operations Supervisor
  - VIM Program Supervisor
2. Professionals
  - Network System Supervisor
  - Transit Planner
  - Safety and Training Coordinator
3. Technicians
  - SCAT Scheduler
  - Planning Technician
  - Accounting Technician
4. Administrative Support
  - Administrative Assistant to Department Director
  - Secretary
5. Skilled Craft
  - Dispatcher
  - Radio Operator
6. Service-Maintenance
  - SCAT Vehicle Operator III

A comparison with the relevant labor market indicates underutilization supporting the targeting of the following job categories as indicated:

1. Officials and Administrators  
Underutilized in Females  
Not Underutilized in Minorities
2. Professionals  
Underutilized in Females  
Not underutilized in Minorities
3. Technicians  
Underutilized in Females  
Not underutilized in Minorities
4. Administrative Support  
Not underutilized in Females  
Not underutilized in Minorities
5. Skilled Craft  
Not underutilized in Females  
Not underutilized in Minorities
6. Service-Maintenance  
Underutilized in Females  
Underutilized in Minorities

Under this affirmative action plan, by identifying protected groups, SCAT shall attempt to increase the representations of those targeted. This shall be accomplished by directing, through the adoption of this plan, appointing supervisors to meet goals for the inclusion of women and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories.

Space Coast Area Transit, under this Utilization Plan, has identified underutilization of Targeted Protective groups and will increase the representation of those targeted. This will be done through supervisory training and minority recruitment and through the assistance and programs of the Brevard County Office of Human Resources.

## **VII. MONITORING AND REPORTING SYSTEM**

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. This system serves the following basic purposes:

1. Assessing EEO accomplishments. The following procedures are intended to achieve the EEO objectives:

A. Recruiting:

The County shall actively seek minorities, females and members of other protected groups for employment. In order to improve recruitment and increase the flow of minority and female applicants, the Office of Human Resources shall regularly contact local minority/female organizations and local, state and federal employment agencies. The County shall inform these recruiting sources of the County's Equal Employment Policy through distribution of the weekly Job Opportunity Announcement, which states that we are an Equal Opportunity Employer.

B. Employment and Selection:

The minority/gender identities of applicants and new hires shall be reviewed periodically to assure that sufficient numbers are applying for jobs and to assure that the selection process is not adversely impacting upon the County's ability to meet its EEO program goals.

All employees engaged in rendering hiring and promotion decision shall be trained to assure nondiscrimination in decision-making. The hiring and promotion results shall be reviewed periodically to ensure that non-discrimination is a fact.

All screening mechanisms used shall be for purposes of determining an individual's suitability for the particular job sought or to meet other lawful purposes. The County shall not use any nonjob-related screening mechanism that has an adverse impact on minorities, females and members of other protected groups.

The County's employment application form shall contain a notice that the County is an Equal Opportunity Employer (EOE).

Information, which is collected for EEO purposes only, regarding applicants who have protected group membership, shall be maintained in a file separate from applications.

Appointing authorities will be notified in writing on each list of candidates issued, when that position is a targeted position in accordance with this plan.

C. Promotions:

Where a concern of unequal consideration or opportunity arises, applications of employees shall be reviewed by the Office of Human Resources to assure that qualified individuals are given equal consideration and opportunities for upgrades, promotions, and transfers.

Where additional training and experience would be helpful for advancement, Personnel Officers will counsel and assist employees. Members of underrepresented groups shall be given preference, when substantially equally qualified, for all developmental training designed to enhance an employee's ability to assume targeted positions.

D. Community Action:

It is imperative that a good working relationship exists between the County and the community in order to inform the minority, female and disabled persons of the employment opportunities in the County. Positive relationships result in creating mutual respect and cooperation.

E. Performance Evaluations:

All annual performance evaluations for the County Manager, the Assistant County Managers, Department/Office Directors, and supervisory personnel shall evaluate each employee's commitment to equal employment opportunities. The appraisal of equal employment opportunity efforts and results, along with other criteria necessary, will be used to evaluate whether a manager's job performance is acceptable.

F. Exit Interviews

Any employee separating from County Employment may request and shall be afforded the opportunity of an exit interview. Exit Interviews shall be offered and conducted by the Office of Human Resources and include a discussion of the employee's perception of the Equal Employment Opportunity in County government and any comments they may have in this area.

2. Enables SCAT to evaluate the EEO program during the year and to take any necessary corrective action regarding the development and execution of programs or goals and timetables.

## Internal Reporting:

In order for the County government to assess its objective of achieving, within a reasonable period of time, an employment profile with respect to protected groups in each job category, a systematic approach must be taken to monitor the results of the County's program. The systematic approach described below should enable the County to evaluate results and to plan for the future.

### A. Information Systems Reports:

The following reports shall be generated by Information Systems at least bi-annually and include EEO-4 race and gender designation:

- Permanent Full-Time Employees
- Permanent Part-Time Employees
- Permanent Full-Time Employees grouped by Occupational Category and by Salary Level
- New Hires
- Employment
- Promotions
- Disciplinary Actions

### B. Office of Human Resources Reviews:

The Office of Human Resources shall be responsible for the following reviews:

- Analysis of progress toward goals and objectives (numerical and non-numerical).
  - Review of effectiveness of programs designed to assist in obtaining goals and objectives.
  - Analysis of merit reviews, promotions, transfers, disciplines, terminations, and exit interviews of minorities, females, and other protected classes to determine whether or not disparate treatment or adverse impact exists.
  - Review of advertisement wording, newspaper placement, and other recruitment, referral and employment records.
  - Review of training, educational, and supervisory development programs.
3. Identify supervisors who have failed to achieve the goal or to implement affirmative action.
  4. Provide a precise and factual database for future projections.

## 5. Tracking EEO Complaints

It shall be the objective of the County to resolve issues of discrimination and/or disparate treatment and/or harassment of members of the protected groups on an informal basis by involving the immediate supervisor and/or the Employee Relations Manager/EEO Officer. The Employee Relations Manager/EEO Officer is responsible for mediating complaints of discrimination at the early stages by counseling employees in matters of discrimination in employment, disparate treatment, adverse impact, sexual harassment, etc., and by advising or assisting management in the complaint resolution process before a formal grievance is filed by an employee.

### A. Formal Complaint Procedure:

The County has implemented such EEO practices, including the Complaint Resolution Procedure outlined below, to resolve complaints of discrimination and/or disparate treatment and/or harassment of member of protected groups in-house. However, employees should note that nothing in the County's Equal Employment Opportunity Plan or Complaint Resolution procedures prevents an employee from initiating a discrimination complaint, at any time, with any civil rights agency, nor are time limits for such agencies waived by any of the County's procedures or EEO Policies.

### B. Steps:

RESPONSIBILITY	STEP	ACTION
<b>Originator</b> (Employee with complaint or Supervisor to whom complaint was reported.)	1	Reports complaint to the EEO Officer as soon as possible after the alleged act of unlawful discrimination, disparate treatment or sexual harassment.
<b>EEO Officer</b>	2	Consults with the County Attorney's Office to determine if complaint should be addressed through this complaint resolution process or referred to an outside third party for investigation.
<b>EEO Officer</b>	3	When determined that the complaint will be handled internally, confers with employee and other concerned parties, as appropriate and attempts to resolve the complaint by conducting a thorough investigation as expeditiously as possible after request for investigation. Provides proposed findings and recommends course of action to Human Resources Director for review.

Complaints are handled on a case-by-case basis and variations in complexity will impact the time it takes to complete the investigation and recommend a course of action.

The reporting system will provide documentation to support actions that affect minority and women job applicants or employees. Management will be informed of program effectiveness.

The utilization profile has been reviewed and discussed and agreed to by the parties signing below.

Scott Nelson  
Interim Transit Director



Date 2/21/18

Colby Stallings  
Finance Officer  
EEO Officer



Date 2/21/18

## **ATTACHMENT "A" – EMPLOYMENT PRACTICES**



**BREVARD COUNTY  
MERIT SYSTEM POLICIES**

**DEFINITIONS AND REFERENCES**

**Appeal** - a formal written request for review by the Personnel Council of placements on disciplinary probation, dismissals or acts of unlawful discrimination.

**Certificate of Eligibles** - A list of names of persons eligible for appointment to an established position in the County Service.

**Certification** - The process by which the Office of Human Resources submits Certificates of Eligibles to appointing authorities.

**Class Title** - the official title which is descriptive of all positions in the class which shall be used for administrative purposes such as payroll, budget, financial and personnel forms and records.

**Classification (Class)** - A position or group of positions which are sufficiently similar in the level of difficulty and responsibility and qualification requirements of work to warrant similar treatment in personnel and pay administration.

**Competitive Appointment** - an appointment resulting from the successful completion of a competitive examination and certification on an eligibility list.

**Condition of Employment** - the application of established rules, regulations, policies and procedures to Career Service employees in the performance of their duties.

**Critical Illness** - an emergency or critical situation where the life of an individual is endangered and requires immediate hospitalization and/or the attention of a physician.

**Essential Employee** - an employee whose services are necessary for the efficient operation of the unit and who is the best employee qualified in the job class to accomplish the essential goal or purpose.

**Established Position** - an authorized position in a budget which has been approved by the Board of County Commissioners or a position approved by the County Manager, when necessary, where funds are available in the budget.

**Grievance Committee** - composed of one (1) supervisory and two (2) non-supervisory members, each from different departments, selected by lot from a pool of one (1) supervisory and two (2) non-supervisory employees from each Department appointed by the Administrative Officer. The remaining appointees serve as alternate committee members. No member of the committee may be from the same department as the employee filing the grievance.

**Grievance** - a formal complaint made by an employee alleging the application of a rule or disciplinary action has been applied unjustly, or where some condition of employment is unfair or unjust.

## **DEFINITIONS AND REFERENCES (continued)**

**Immediate Family** - husband/wife, children, parents, brothers, sisters, grandparents, grandchildren, step relatives, legal guardians and wards in these categories who raised, were raised by, or raised with the employee or the employee's spouse.

**Leave Without Pay** - a temporary non-pay absence from duty of up to six (6) months granted at an employee's request, or for the benefit of the County.

**Length of Service** - the period of time an employee has been employed in a position in a department, office or appropriate work unit.

**List of Applicants** – A list of names of persons that applied for an open position in the County Service.

**Normal Hiring Range** - An established range above and below the minimum used for new appointees based on their level of training, experience and other qualifications. This range will be 10% above and below the minimum for all classes.

**Open Positions** - Positions where internal candidates and/or external applicants are being recruited.

**Past Employee Performance** - the employee's most recent performance evaluation.

**Pay Plan** - The officially approved schedules of pay ranges for all classes of work.

**Pay Grade Adjustment** - The increase or decrease of a pay grade and/or range of a job classification for the purpose of ensuring competitive pay rates are maintained.

**Pay Grade/Range** - The level (grade) which indicates the minimum and maximum pay (range) of a job classification.

**Personnel Council** - composed in accordance with Section 82-6 of the Brevard County Code.

**Position** - Full-time and part-time individual employment assignments allocated and approved by the Board of County Commissioners.

**Working Title** - Any other title approved by an appointing authority to be used in the daily departmental routine and in any correspondence not having to do with administrative personnel processes.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY I**

Title: **CLASSIFICATION PLAN**

**I. OBJECTIVE**

To provide a uniform and objective system for classifying positions in the Career and Appointive Service and establish proper relationships between classifications on the basis of difficulty of duties, levels of responsibilities and minimum qualifications to assure the concept of equal pay for equal work.

**II. DIRECTIVES**

**A. CLASSIFICATION PLAN**

The Office of Human Resources shall maintain a classification plan such that each position in the class is similar in degree of difficulty and level of responsibility; can be given the same class title; requires basically the same level of training and experience; and are of relative value and therefore deserves the same pay range. All new classifications shall be approved by the County Manager prior to implementation.

Working titles for any position may be assigned by the appointing authority.

**B. JOB DESCRIPTIONS**

Each position shall have a written job description describing the characteristics of the position, examples of typical duties, the required minimum knowledge, skills, training, abilities, experience and any special qualifications necessary. Job descriptions shall not be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of an appointing authority to assign other duties which are similar and related to the work.

**C. ALLOCATION OF POSITIONS TO THE APPOINTIVE SERVICE**

1. The Appointive Service shall consist of the following:

- Commission office staff appointed by a County Commissioner
- The County Manager
- Assistants to the County Manager, in the operation of his immediate office
- Assistant County Managers
- The County Attorney and all of his appointees
- Administrative Officers II, III, IV and V
- Members of advisory boards, commissions, councils and committees appointed by the Board of County Commissioners or the County Manager
- Persons under contract to conduct special studies or perform special services

## **CLASSIFICATION PLAN POLICY (continued)**

- Persons employed in casual employment for brief periods or a limited period with a defined expiration date not to exceed 1040 hours of work in any twelve (12) consecutive calendar months. Any extension of a temporary period of employment beyond these limits shall be approved by the County Manager or his designee.
  - Volunteers
  - Special project and grant funded employees
  - Employees of other Constitutional Officers
  - Any such other managerial, professional or technical positions as shall be determined by the Board of County Commissioners.
2. No new classes shall be designated as a part of the appointive service unless they comply with the intent of the personnel ordinance.
  3. Any new classes assigned to the Appointive Service shall be approved in open session by majority vote of the Board of County Commissioners.

Effective Date: 08/08/2001



**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY II**

Title:           **PAY PLAN**

**I.    OBJECTIVE**

To provide a pay plan directly related to the Classification Plan with appropriate consideration being given to: the relative difficulties and responsibilities existing between various classes of work; prevailing wage rates for comparable types of work found in public and private industry; availability of qualified candidates for recruitment to the County Service; economic conditions found in the labor market; fiscal policies of the Board of County Commissioners; and ratified labor agreements.

**II.   DIRECTIVES**

**A.   COMPETITIVE PAY PLAN**

The Brevard County Board of County Commissioners desires to maintain a pay plan competitive with similar local government jurisdictions in Central Florida.

Each fiscal year, the County Manager or his designee shall make recommendations to the Board of County Commissioners for amendments to the pay plan with appropriate consideration being given to the above stated objectives.

**B.   ADMINISTRATION OF THE PAY PLAN**

All persons in the Career and Appointive Services shall be employed and paid in accordance with the rates established in the pay plan for the classification to which the appointment is made.

The Human Resources Director (working title) shall have the responsibility for day-to-day administration of the pay plan, to include confirming that all hiring rates, salary adjustments, and other payroll changes are in accordance with these policies.

**C.   NEW APPOINTMENT STARTING RATES**

1.   Dependent upon their training, experience or other qualifications, new appointees shall be hired within the normal hiring pay range.
2.   Appointments below the normal hiring pay range may be offered when the candidate is hired as a trainee, intern, student worker or in a special project.
3.   If a candidate's training, experience or other qualifications are directly related to and substantially exceed the minimum requirements of the position; and the candidate is unwilling to accept a salary in the normal hiring pay range; and there are no other eligibles with comparable qualifications; the County Manager, at the request of the appointing authority, is authorized to approve appointment at a rate not to exceed fifty (50%) percent above the normal hiring pay range.
4.   Any new appointments in excess of fifty (50%) percent above the normal hiring pay range, due to extenuating circumstances, shall require approval by the Board of County Commissioners.

## **PAY PLAN POLICY (continued)**

### **D. SALARY INCREASES**

An employee may receive a salary increase by means of a cost of living adjustment (COLA), merit increase, pay grade adjustment, special pay adjustment, promotion or reclassification.

1. **Cost of living adjustments** - the amount of the adjustment shall be approved by the Board of County Commissioners. When a cost of living adjustment is implemented, the pay ranges will be adjusted accordingly.
2. **Merit increases** - the limits of the merit increase shall be set by the Board of County Commissioners. The amount of each employee's merit increase shall be based on performance.
3. **Pay grade adjustments** - all recommendations for adjustments of pay grades of existing classifications and resulting changes to the pay of current employees in the classifications shall be made by the County Manager or his designee, and approved by the Board of County Commissioners.
4. **Special adjustments** - should unusual conditions arise which would justify a pay increase not provided elsewhere in these rules; the County Manager is authorized to approve the pay adjustment.

### **E. PAY UPON PROMOTION**

1. Upon promotion, a fully qualified employee shall have his/her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the appointing authority's discretion, up to 10% above the employee's salary before the promotion.
2. Upon promotion to a trainee, an employee shall have his/her salary adjusted to a rate below the minimum of the classification based on the degree the employee's training, experience and other qualifications are below the minimum requirements of the class, unless the employee's rate of pay is already at or above the normal hiring pay range.

The date the employee achieves the minimum of the pay range under a training schedule shall determine the anniversary date for the employee while he/she remains in that pay range.

3. Upon promotion, prior to determining the pay adjustment for the promotion from an overtime eligible to an overtime exempt position, the affected employee's salary may be increased up to a sum equal to the overtime the employee would have normally received (averaged over a three year period).

### **F. PAY UPON RECLASSIFICATION**

When a position is reclassified to a higher class, the employee's rate of pay shall be adjusted to the minimum of the new classification or, if greater, by an amount not to exceed five (5%) percent increase to the employee's pay. When a position is reclassified to a lower class, the employee's rate of pay shall be adjusted to the maximum of the new classification or by an amount not to exceed five (5%) percent decrease to the employee's salary, whichever results in the lower salary. In either case, the anniversary date shall remain unchanged.

## **PAY PLAN POLICY (continued)**

### **G. PAY FOR TEMPORARY WORK - HIGHER CLASSIFICATION**

1. An employee who is specifically assigned to and temporarily performs work in a higher classification than his/her normally assigned tasks shall be paid the minimum of the higher classification, or five (5%) percent above his/her current salary, whichever is greater.
2. Upon completion of the temporary assignment the employee's pay shall be reduced to the rate the employee would normally have obtained without the temporary assignment.
3. This provision shall not apply when employees are acting in their normal role as second in command or assistants and the duties of their position call for assumption of responsibility during the temporary absence of the employee occupying the higher job classification.

### **H. OVERTIME PAY**

1. All employees working in classifications designated in the pay plan as being eligible for overtime shall be paid for any overtime worked in accordance with the provisions of the federal Fair Labor Standards Act (FLSA) as they apply to county government.

It is the Board's policy to comply with applicable wage and hour laws and regulations. The improper pay deductions specified in Title 29 of the Code of Federal Regulations Section 541.602(a) may not be made from the pay of employees who are subject to the salary basis test under the Fair Labor Standards Act.

If an employee believes that an improper deduction has been made to his/her salary, he/she should immediately report this information to his/her appointing authority or the Personnel Manager.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has been made, the employee shall be promptly reimbursed.

2. For purposes of computing overtime, holidays shall be counted as hours worked provided the employee completes the regular workweek.
3. Annual leave, sick leave, emergency leave and other such absences from work will not be counted as time worked for overtime computations, except compensatory time usage, annual leave and excused sick leave, which has been approved at least one (1) week in advance, sick leave used for a work related injury or illness covered under the County's Workers' Compensation program and jury duty shall be counted as time worked for the purposes of computation of overtime, provided the employee works his/her regular work schedule for the remainder of that week.
4. Employees residing in County owned buildings, or who are provided trailer space on a rent free basis, shall not be entitled to receive overtime compensation for residing there.

## **PAY PLAN POLICY (continued)**

5. **Declared Emergency Conditions:** When an emergency condition has been declared by the County Manager, where employees in all departments/offices performing non-essential functions on a county-wide basis are granted paid administrative leave by the County Manager to return home because of the emergency conditions, those employees required to work during the emergency conditions shall, in lieu of any paid administrative leave which may be authorized, receive compensatory time for all normally scheduled hours worked in which non-essential employees are granted paid administrative leave and in addition be paid as follows:
- i) non-exempt (hourly, overtime eligible) employees shall be paid at a rate of time and one-half for all hours worked during the declared emergency conditions and for all hours worked outside their normal work hours responding as part of recovery efforts for the emergency after the declared emergency conditions have been lifted.
  - ii) exempt employees (salaried), excluding Directors and Assistant Directors, shall receive in addition to their regular salary, straight time pay plus half time compensatory time for all hours worked outside normal work hours during the declared emergency conditions and for all hours worked outside their normal work hours responding as part of recovery efforts for the emergency after the declared emergency conditions have been lifted.
  - iii) When non-exempt (hourly) and exempt (salaried) employees, excluding Directors and Assistant Directors, are required to be on duty during declared emergency conditions, sleep time shall be included as hours worked.

Any employees assigned to a special needs shelter shall receive double time for all hours worked at the special needs shelter. During all work hours at special needs shelters, such employees shall be classified as Special Needs Shelter Workers, Pay Grade 814. The hourly rate for all such assignments shall be the minimum hourly rate for pay grade 814. Special Needs Shelter Managers shall also receive lead worker pay.

Employees assigned to the actual physical transport of citizens to and from special needs shelters shall be compensated as though they are operating under declared emergency conditions.

Directors and Assistant Directors may receive compensatory time for hours worked outside their normal work hours during the declared emergency conditions.

Temporary employees shall not be eligible to receive paid administrative leave during a declared emergency. In the event a temporary is required to work during the declared emergency they shall be paid time and one-half for working the emergency event.

Employees who are required to attend mandatory meetings or training sessions on their normal day off shall be paid for the actual hours worked (mandatory meeting or training session) with a minimum guarantee of three hours straight time pay.

Employees who have been scheduled to work on their normal day off and report to work and is told he/she is not needed for the day will be paid a minimum guarantee of three hours straight time pay.



## **PAY PLAN POLICY (continued)**

### **I. COMPENSATORY TIME**

#### **1. NON-EXEMPT EMPLOYEES:**

Non-exempt employees shall be eligible to accrue and carry up to eighty (80) hours of compensatory time in accordance with the provisions of the FLSA.

Non-exempt employees, who resign, are laid off, or otherwise separate from the County Service shall be entitled to be paid for any unused compensatory leave balance earned by them as of the date of termination.

#### **2. OVERTIME EXEMPT EMPLOYEES:**

Professional, executive, administrative and other employees designated as overtime exempt personnel shall not normally be entitled to overtime payment or compensatory time off. However, when an operational need arises requiring attendance for prolonged periods of time, or the employee is required to perform services outside the normal scope and responsibilities of his/her position, compensatory time off or straight time payment may be recommended by the appointing authority and authorized by the County Manager, or an Assistant County Manager.

Overtime exempt employees may be provided straight-time compensatory time off for required attendance at meetings outside the employees normal work hours. Prior to granting such compensatory time, the appointing authority should attempt to adjust the employee's normal work schedule on the day of the scheduled meeting.

Overtime exempt employees may accrue and carry up to eighty (80) hours under this provision.

Overtime exempt personnel, who resign, are laid off, or otherwise separate from the County Service in good standing shall be entitled to be paid for any unused compensatory leave balance earned by them as of the date of termination, limited to a maximum of 80 hours. An exempt employee who abandons a position, is dismissed for good cause, fails to give reasonable notice, or otherwise fails to leave the County Service in good standing, shall not be entitled to compensatory time pay upon termination.

3. The County Manager is authorized to waive the eighty (80) hour cap on compensatory time accumulation when in the best interest of the County (i.e., declared emergency conditions). Any such waiver shall be in accordance with the provisions of the FLSA.

### **J. PAY UPON DEMOTION**

1. Upon voluntary demotion, an employee's pay may be adjusted by the difference between the minimum salaries of the pay grades. If no adjustment occurs, the employee shall not be eligible for an increase if subsequently promoted or reclassified to a classification comparable to the prior classification from which he/she was demoted.
2. Upon involuntary demotion for cause, an employee's pay shall be reduced as appropriate to the circumstances and may include a reduction in job classification.

## **PAY PLAN POLICY (continued)**

### **K. PAY IN LIEU OF NOTICE**

1. When determined to be in the best interest of the County, an appointing authority may authorize pay in lieu of notice to an employee being dismissed or resigning.
2. Employees, who have obtained permanent status, may be authorized up to two (2) weeks pay in lieu of notice. Employees who have not completed an original probationary period may be authorized up to one (1) week's pay in lieu of notice. At the sole discretion of the County Manager, amounts in excess of two (2) weeks may be authorized.
3. Employees in appointive service administrative and executive positions, at the level of Administrative Officer II or above, shall be entitled to receive ninety (90) calendar days notice prior to termination of employment for the convenience of the County. This notice would not be required when termination is for cause.

### **L. PAY UPON TERMINATION**

Employees terminating from the County Service will normally receive their final paycheck on the next regularly scheduled payday following the date of termination. Final paychecks shall include any unused leave which may be due the employee. The County Comptroller is authorized to issue a final paycheck in advance of a scheduled payday when requested by the appointing authority.

### **M. WAGES DUE DECEASED EMPLOYEE**

In the event of an employee's death, all wages including any unused leave benefits or travel expenses, which may be due the employee, shall be paid to the officially designated beneficiary of the employee, or if no such beneficiary has been designated, payment may be made in accordance with Florida Statute 222.15.

### **N. RELOCATION EXPENSES**

An out-of-area resident, upon acceptance of an appointment in the County Service, may be authorized relocation expenses subject to the following, limitations:

1. Relocation expenses will only be authorized for key professional or administrative personnel.
2. Requests are justified by the appointing authority and approved by the County Manager.
3. Reimbursement for relocation expenses shall not exceed the actual expenses incurred, and is limited to the equivalent of one (1) month's gross salary of the incumbent.
4. An employee leaving voluntarily prior to fulfilling one (1) year of employment may be required to pay back the relocation expense. The amount to be reimbursed, if any, will be at the sole discretion of the appointing authority.

### **O. CALL BACK PAY**

An employee who is off duty and required to return to work on an unscheduled basis shall be eligible for call back pay. Such employees shall be paid for the actual hours worked with a minimum guarantee of three (3) hours straight-time pay. Employees assigned to standby duty shall not be entitled to call back pay.

## **PAY PLAN POLICY (continued)**

### **P. MERIT PAY AWARDS TO EMPLOYEES AT MAXIMUM OF PAY RANGE**

The County recognizes that persons remaining in the County Service for long periods of time are a valuable asset to the organization. Employees at the maximum of their pay range shall receive any merit increase authorized in IL.D.2 of this Policy in the form of a one-time, lump sum award. The amount will be based on the employee's annualized rate of pay at the time of the award.

### **Q. INCENTIVE PAY**

Incentive pays may be established by approval of the Board of County Commissioners based on the recommendation of the County Manager.

### **R. STANDBY DUTY**

1. In order to provide coverage for services and to handle emergencies during off duty hours, it may be necessary to assign and schedule employees for standby duties. Employees shall be required to be on standby duty when assigned unless excused by supervision.
2. Employees assigned to standby duty will be paid two (2) hours pay at their regular straight time rate for each workday or normal days off while on standby assignment.
3. Employees responding to calls while on standby assignment will be paid for the hours actually worked, plus the standby time pay for that day.
4. Pay for standby duty shall not count as hours worked for overtime purposes.
5. Employees called back for unscheduled overtime purposes shall not be eligible for standby pay.

### **S. SHIFT DIFFERENTIAL**

Employees in classifications who are assigned to permanent full time night shifts shall receive a night differential payment. Sixty cents (.60) per hour for hours worked from 11:00 p.m. to 7:00 a.m., known as midnight shift. Forty-five cents (.45) per hour for hours worked from 3:00 p.m. to 11:00 p.m. known as evening shift. Employees who are assigned to permanent, partial night shifts shall receive such shift differential on a pro rata basis as follows:

#### **EIGHT (8) HOUR SHIFTS**

	<u>EVENING</u>	<u>MIDNIGHT</u>
Four (4) per week	36¢ per hour	48¢ per hour
Three (3) per week	27¢ per hour	36¢ per hour
Two (2) per week	18¢ per hour	24¢ per hour
One (1) per week	09¢ per hour	12¢ per hour

#### **TEN (10) HOUR SHIFTS**

	<u>EVENING</u>	<u>MIDNIGHT</u>
Three (3) per week	33¢ per hour	45¢ per hour
Two (2) per week	22¢ per hour	30¢ per hour
One (1) per week	11¢ per hour	15¢ per hour

## **PAY PLAN POLICY (continued)**

An evening shift is defined as a regularly scheduled shift, in which the majority of the scheduled, regular hours fall between 3:00 p.m. and 11:00 p.m. A midnight shift is defined as a regularly scheduled shift, in which the majority of the scheduled, regular hours fall between 11:00 p.m. and 7:00 a.m. Part time permanent employees whose shift consists of less than eight (8) hours shall not be entitled to the evening shift differential unless the shift extends beyond 10:00 p.m., and shall not be entitled to midnight pay shift differential unless the shift extends beyond 3:00 a.m.

### **T. PAY FOR LEADWORKER ASSIGNMENT**

An employee, who has been assigned leadworker responsibilities, is eligible to receive a pay increase of up to five (5%) percent above his/her current pay rate at the beginning of the first pay period after assuming the leadworker duties. At such time the employee is reassigned or the leadworker duties are removed from the position the employee's salary shall be reduced by the same percentage amount it was increased when leadworker responsibilities were assigned. The appointing authority shall be responsible for notifying the Office of Human Resources of leadworker assignments and removals.



**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY III**

Title: **RECRUITMENT, APPLICATIONS AND EXAMINATIONS**

**I. OBJECTIVE**

To actively recruit qualified job applicants for available positions through open competition on the basis of individual job-related qualifications.

**II. DIRECTIVES**

**A. RECRUITMENT**

1. Recruitment of candidates for open positions in the Career Service that are being advertised for external applicants will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions.
2. For the purpose of encouraging upward mobility among employees, lessor qualified applicants may be recruited and placed on trainee status. Training programs must be approved by the Office of Human Resources prior to appointment of an employee as a trainee.
3. All job announcements shall indicate the County is an equal opportunity employer.

**B. APPLICATIONS**

1. No individual shall be denied the right of filing an application for employment in any open position being advertised for external applicants in the Career Service. All applicants for positions in the Career Service shall file written applications on a form prescribed by the County Manager or his designee. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form.
2. The Board of County Commissioners may reject any application, or applicant, when it has been determined: the application was not received on or before the closing date established for receiving applications; the applicant lacks any of the required qualifications set forth in the announcement; the applicant falsified or failed to complete the application form; the applicant has been convicted of a felony which was related to the employment sought; and/or the applicant was previously employed by the County and was dismissed for cause or resigned not in good standing.

**C. EXAMINATION METHODS**

All examinations shall be designed to fairly and impartially measure the fitness, aptitudes, skills, knowledge, abilities or other job-related qualifications of the applicant to properly and efficiently perform the duties of the position to be filled.

## **RECRUITMENT, APPLICATIONS AND EXAMINATIONS (continued)**

### **D. TYPES OF EXAMINATIONS**

1. Examinations shall be announced and conducted in the following manner:
  - Open competitive examinations which shall be public, competitive and open to any person who may lawfully be appointed provided they meet the announced minimum qualifications established for the class.
  - Internal competitive examinations in which competition may be restricted to employees in the County Service who meet the minimum qualifications of the class or may be willing to accept the position as a trainee.
2. The methods utilized to examine applicants may consist of any, all, or a combination of the following:
  - Evaluation and comparison of training and experience to the minimum qualification requirements of the position.
  - Oral interviews.
  - Practical written tests.
  - Performance or skill tests.
  - Agility tests.
  - Other criteria which has been determined a fair and impartial measure of an applicant's merit and fitness to perform the duties.

### **E. LISTS OF APPLICANTS**

When providing a list of applicants to an appointing authority the Office of Human Resources shall utilize the following priorities:

1. Layoff Candidates - any permanent employee of the Career Service who has been separated in good standing due to a reduction in force or abolition of a position shall, at the request of the employee, be placed on a list for priority consideration to any position for which they are qualified and willing to accept, for a period not exceeding one (1) year from the date of layoff.
2. Internal Candidates - may remain on a list until the specific vacancy is filled or appointing authority notifies Human Resources that position will not be filled for 6 months. When in the best interest of the County Service, as requested by an appointing authority, the Human Resources Director (working title) shall establish internal candidate lists from which vacancies in the Career Service can be filled.
3. External Applicants - may remain on a list until the specific vacancy applied for is filled or the appointing authority notifies Human Resources that the position will not be filled within the next six (6) months.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY IV**

Title:       **APPOINTMENTS**

**I.   OBJECTIVE**

To provide a standardized method for filling vacancies based upon individual merit.

**II.   DIRECTIVES**

**A.   TYPES OF COMPETITIVE APPOINTMENTS**

1.   Original Appointment - All employees hired to fill established permanent positions in the Career Service shall be considered original appointments with such employees being required to serve a minimum nine (9) month probationary period.
2.   Permanent Appointment - All employees hired to fill established permanent positions in the Career Service who have: successfully completed the nine (9) month probationary time period; received a minimum of a "Successful Performer" in each rating category on his/her performance evaluation; have completed all mandatory training and have no documented evidence of major disciplinary action shall be given a permanent appointment in the Career Service.
3.   Reemployment Appointment - An employee who held permanent status in any class in the Career Service shall be eligible for reemployment to the same or another class for which they qualify without further examination provided that their employment terminated under one (1) of the following conditions: employee separated due to lay-off because of lack of funds, reduction in force or other economic conditions; employee dismissed due to medical disability which prevented employee from performing their job; employee resigned with proper notice; or employee entered the Armed Forces and exercises rights pursuant to state and federal law. In all cases, current qualification standards must be met. Reemployment is within one (1) year from the date of termination unless otherwise provided under state or federal law.
4.   Temporary Appointment - A temporary appointment may be made for short term, seasonal, intermittent, substitute or emergency employment. Temporary appointments shall be for a specific period not to exceed six (6) months or 1040 hours in a twelve (12) month period, however, if circumstances warrant the County Manager or his designee may authorize extension of the temporary appointment for an additional six (6) months or 1040 hours. Temporary appointments shall confer no status.

A temporary employee appointed competitively may compete as an internal candidate for an original appointment upon written certification by the appointing authority to the Human Resources Director (working title) that the temporary employee's performance has been satisfactory.

## **APPOINTMENTS (continued)**

5. **Emergency Appointment** - When an emergency situation occurs involving serious impairment of public business, which makes it impossible to fill an established position through normal certification procedures, the appointing authority may authorize the appointment of any person to cope with the emergency. Any such person shall be employed only during the emergency and for a period not to exceed thirty (30) days. The emergency service shall confer no status, nor shall such time be credited toward a probationary period. If at the end of the thirty (30) day period in the judgment of the appointing authority, the emergency still exists, appointment may be extended with the approval of the County Manager.
6. **Trainee Appointment** - A candidate may be appointed to an established position in the County Service as a trainee when:
  - Qualified applicants are not available for appointment to the position or when the appointing authority desires to provide for internal upward mobility.
  - The candidate does not fully meet the minimum training and experience standards established for the class.
  - A suitable and identifiable training schedule has been established by the appointing authority, and approved by the Human Resources Director (working title).
  - Trainees are selected through competitive procedures.

Upon satisfactory completion of the training program the employee may be certified as qualified for entry into the class as an original or promotional appointment without further competition.

### **B. NON-COMPETITIVE APPOINTMENTS**

When determined to be in the best interest of the County, the County Manager may authorize non-competitive appointments to the Human Resources Director (working title). Applicants for non-competitive appointments shall meet the minimum training and experience standards established for the class unless the candidate is entering as a trainee.

Career Service employees changing status or job classification with no change in pay range may be appointed without competition provided minimum qualification requirements are met and the change is within the employee's current career path.

### **C. LEADWORKER DESIGNATION**

A leadworker designation may be made by an appointing authority, with the approval of the next level of supervision, as a non-competitive appointment when an employee is assigned to expedite the work of, and give direction to, at least two other persons in the same work area. Duties may include explaining and assigning work to employees, training new employees and keeping time, production or other records. Leadworker responsibilities may be assigned when there is a need for limited supervision or coordination of work which does not require the constant attention of a higher level of supervision. Leadworker classifications shall not be assigned to employees whose job descriptions call for supervisory responsibilities as part of their regular duties or when leadworker responsibilities make up less than 25% of the employees weekly duty time.



## **APPOINTMENTS (continued)**

### **D. CONTINUOUS SERVICE CREDIT**

1. An employee receiving an appointment to an established position in the County Service who was within the last thirty days:
  - a former employee of a Charter Officer of Brevard County;
  - a former employee of Brevard County Service; or
  - an employee of any enterprise, non-profit organization or agency, or similar operation whose function becomes a part of the County Service (if agreed in the decision to accept the function as a part of the County Service)

and can substantiate the period of continuous, uninterrupted service shall be entitled to continuous service credit for such previous employment.

Continuous service credit includes:

- all accrued, unpaid sick and annual leave, not to exceed any maximum leave accrual established for County Service employees, and
- original, permanent hire date in application of longevity leave accrual benefits.

A former employee returning to County Service after an absence exceeding thirty (30) days shall be eligible for reinstatement of his/her previous annual and sick leave accrual rates upon completion of one year of additional service. This reinstatement of accrual rates shall not be retroactive and may be awarded upon request of the appointing authority.

If the employee is not a former employee of Brevard Board of County Commissioners he/she must enter on the Board's payroll no later than thirty (30) days from the last day of work with the previous service and have not engaged in non-covered work since the date of termination.

In addition, these employees may be entitled to the following benefits:

- No loss of base salary provided the appointment is to a position carrying an equal or greater salary range than the previous employment for which credit is being granted.
  - In the event the employee is accepting a demotion, the County Manager, upon request of the appointing authority, may approve maintenance of existing salary, providing such pay rate does not exceed the maximum of the pay range for the position being offered.
  - When a transfer occurs from or to a position for which there is no salary range, the County Manager, upon request of and justification by the appointing authority, may approve maintenance of existing salary.
2. An employee receiving an original appointment to an established position in the County Service who was the immediate former employee of another Florida County or State agency, or an employee of a jurisdiction or agency which participates in the Florida Retirement System, may receive credit for such previous employment for consideration in application of leave accrual benefits.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY V**

Title: **PROBATIONARY PERIODS**

**I. OBJECTIVE**

Every person who is appointed to an established position in the Career Service shall serve a probationary period as provided herein before such appointment may be considered permanent.

Any probationary period shall be considered an integral part of the examination process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the appointing authority's expectations.

**II. DIRECTIVES**

**A. PROBATIONARY PERIOD FOR ORIGINAL APPOINTMENTS**

1. The duration of an original probationary period shall be for a minimum period of nine months of continuous, uninterrupted service from the date of original appointment. Longer periods are permissible in occupations where permanent status is dependent upon training, certification or other requirements.
2. Employees who are in training shall have their probationary period begin effective with the date the training is completed, or they otherwise become qualified for the position.
3. Employees whose classifications are covered by a collective bargaining agreement shall serve a probationary period in accordance with the terms of the agreement.
4. An employee leaving the Appointive Service to accept a position in the Career Service shall serve a probationary period as if it were an original appointment.

**B. PROBATIONARY PERIOD FOR PROMOTIONAL AND LATERAL APPOINTMENTS**

An employee who is promoted, a part-time employee who gains full time status or an employee who is competitively appointed to a lateral position shall serve a probationary period of three (3) months in the new position. Any employee who is promoted and has not completed an original probationary period shall serve the remainder of the original probationary period or three (3) months, whichever is greater.

**C. PROBATIONARY PERIOD FOR DISCIPLINARY PROBATION**

Employees placed on Disciplinary Probation shall not be entitled to use the Merit System grievance or appeal procedure if they are terminated during their disciplinary probation period.

**D. PROBATIONARY PERIOD FOR DEMOTIONS**

1. Upon a non-disciplinary demotion, a probationary employee shall serve the balance of the unserved original probationary period but a permanent employee will not be required to serve another probationary period.

## **PROBATIONARY PERIODS (continued)**

2. An employee demoted for disciplinary reasons may be required to serve a new probationary period of up to nine months beginning with the effective date of the demotion.

### **E. PROBATIONARY PERIOD FOR EMPLOYEES OF NEW COUNTY DEPARTMENTS OR FUNCTIONS**

The employees of any private enterprise, non-profit agency, or other organization whose functions are assumed by the County, and such employees become a part of the County Service without competition in Career Service positions, shall be required to serve a probationary period of nine months before becoming employees of the Career Service.

### **F. EXTENSION OF PROBATIONARY PERIOD**

An appointing authority, for good reason, may extend an employee's probationary period for a period not exceeding six (6) additional months.

### **G. DISMISSAL DURING PROBATIONARY PERIOD**

At anytime during any probationary period, the appointing authority may remove an employee when deemed to be in the best interest of the County. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of dismissal. A probationary employee in a career service position should receive a pre-termination hearing. A probationary employee, however, shall not have the right to appeal.

### **H. RELEASE FROM PROBATION**

Release from an original probationary period and appointment to the Career Service are not automatic upon expiration of the designated probationary period. Permanent appointment requires a minimum of a "Successful Performer" performance evaluation in each rating category of the performance evaluation; have completed all mandatory training and have no documented evidence of major disciplinary action. An employee receiving a "Needs Improvement" rating in any area of his/her performance evaluation shall have his/her original probationary period extended by the appointing authority or be released from County Service.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY VI**

Title:       **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**I.    OBJECTIVE**

To provide standardized terms and conditions for employment in the County Service.

**II.   DIRECTIVES**

**A.    OUTSIDE EMPLOYMENT AND ACTIVITIES**

1.   Employees of the County Service shall not engage in any outside employment, enterprise, or other activity, whether paid or unpaid, which would interfere, be inconsistent, incompatible, or in legal, ethical or technical conflict with their duties as County employees or with the functions and responsibilities of the department or office for which they work.
2.   Any County employee who engages in non-County employment or activity shall be ineligible to receive Workers' Compensation or short term income protection plan payments under the County's Workers' Compensation or disability plan when illness, injury or disability results from such outside employment or other activity.
3.   Permission to engage in outside employment or other activities may be denied or withdrawn at any time when it is determined by the appointing authority such activity interferes with the employee's production, efficiency, causes discredit to, or is in conflict with the interests of the County.

**B.    EMPLOYEE FITNESS AND HEALTH**

An appointing authority may at any time require an employee under his jurisdiction to submit to such medical, physical, and/or other examinations when there is reason to believe the employee's physical or mental capacity impairs the employee from carrying out the essential requirements of the position. The appointing authority may designate an examining physician and the cost of any such examination shall be borne by the unit. Pending results of the examination the appointing authority may require the employee to use sick or annual leave, or be placed on leave without pay if paid leave is not available.



## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT (continued)**

### **C. EMPLOYMENT OF RELATIVES**

The intent of this provision is to restrict the employment of relatives within County departments/offices and prohibit preferential treatment or favoritism such relationship may cause.

1. No relative of a County employee may be appointed, employed, retained, promoted or transferred within the same program unless such employment has been determined in the best interest of the County and approved by the County Manager or his designee.

Exceptions will be narrowly interpreted and shall only be applied when circumstances obviously benefit the County. An example of such circumstances would be the employment of a husband and wife team as youth advisors, or a relative possessing a specialized and needed skill after recruitment has been unsuccessful in locating a non-relative with the required skill.

2. Under no circumstances will an individual be appointed, employed, retained, promoted, or transferred to any position in a department/office where a relative of the individual has direct supervision, jurisdiction or control over that position.
3. If, while employed by the County, individuals become related by marriage or adoption the following policy shall apply:
  - If neither individual has direct or in-line supervision, control or jurisdiction over the other, both employees may retain their positions.
  - Should marriage or adoption occur between a supervisor and a subordinate employee, one of the employees must transfer to end the supervisory relationship if possible, or if not possible, be terminated from the position.
  - The decision as to which party is to be transferred or terminated will be made by the appointing authority involved.

### **D. USE OF COUNTY PROPERTY**

1. An employee who has been provided County equipment such as tools, vehicles, materials, uniforms, etc. is expected to exercise reasonable care in the use and preservation of such equipment.
2. Personal use of County owned equipment is prohibited and may subject the employee to dismissal.
3. County equipment shall not be loaned for personal use by anyone and may subject the employee to dismissal.
4. County equipment shall not be loaned for official business without expressed permission from the employee responsible for the equipment and in the case of capital equipment the custodian or his designee.

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT (continued)**

### **E. CONFLICT OF INTEREST**

No employee shall accept, or agree to accept, directly or indirectly, any favor, gift, loan, fee, service or other item of value in any form whatsoever from any organization or individual if it is intended to reward or influence or gives the appearance of rewarding or influencing the employee in carrying out his duly appointed duties. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

### **F. DRESS AND APPEARANCE**

Employees of the County shall maintain their dress and appearance in accordance with generally accepted contemporary standards. Appointing authorities are authorized to require an employee to modify their dress or grooming when such dress or grooming would create a safety hazard to the employee or others, or does not comply with accepted standards.

### **G. POLITICAL ACTIVITIES OF EMPLOYEES**

1. **Applicability:** The provisions of this policy apply to all employees of the County Service unless a particular provision specifies otherwise. An employee subject to this policy continues to be covered by such policy while on annual leave, sick leave, leave without pay, administrative leave or other employment status.
2. **Prohibited Activities:**
  - No person shall be appointed to, demoted, or dismissed from any position in the County Service, or in any way favored or discriminated against with respect to employment in the County Service because of political opinions or affiliations.
  - No employee shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position in the County Service, or an increase in pay or other advantage in employment in any such position for the purpose of influencing the vote or political action of any person, or for any consideration provided, however, that letters of inquiry, recommendations and references by employees in the County Service shall not be considered political pressure unless any such letter contains threatening, intimidating, irrelevant, derogatory or false information.
  - No employee shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in, a position in the County Service.

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT (continued)**

- No employee shall use his/her official authority or influence for the purpose of interfering with an election, or a nomination of office, or coercing or influencing another person's vote or affecting the result thereof, or directly or indirectly coerce or attempt to coerce, command or advise any other officer or employee to pay, lend or contribute any part of his/her salary, kick-back any sum of money, or anything else of value to any party, committee, organization, agency or person for political purposes provided, however, that nothing in this paragraph shall prohibit an employee from suggesting to another employee in a non-coercive manner that he/she may contribute something of value to any party, committee, organization, agency or person for political purposes.
- No employee shall take any active part in a political campaign or perform any services for any political candidate, party or organization while on duty or within any period of time during which he/she is expected to perform services for which he/she receives compensation from the County.

### **3. Employees Seeking/Holding Elective Public Office:**

Any employee seeking elective public office, not spoken to previously in this policy, shall have the option to request thirty (30) days leave of absence without pay or utilize accrued annual leave or compensatory time for a period not to exceed thirty (30) days prior to the scheduled election day for said public office.

Any employee holding elective public office shall be required to use annual leave or leave without pay when the duties of the elective public office require the attention of the employee during the employee's normal duty hours.

Nothing in this section supersedes the authority vested in the appointing authority to prohibit any employee from engaging in conduct or activities otherwise prohibited by this policy.

No County equipment, supplies, vehicles, or staff time may be used by an employee in the performance of the duties of, or process of seeking, his/her elective public office.

## **H. PERSONAL MAIL**

Employees are expected to use their home address or post office boxes to receive personal mail. Use of County stationary, postage, electronic mail or courier service for personal mail is not permitted.

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT (continued)**

### **I. EQUAL OPPORTUNITY**

It is the continuing policy of the Board of County Commissioners of Brevard County, State of Florida, to promote the concepts of equal opportunity for all of its employees and applicants for employment. The County will continue to recruit, hire, train, and promote on merit principles, persons in all job classifications without regard to race, color, religion, gender, national origin, ancestry, age, marital status or disability which does not preclude the performance of the essential functions of the job, with reasonable accommodations provided as necessary.

Decisions on employment will be based on the principles of equal employment opportunity. Promotional decisions will be in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid, job related requirements for promotion.

All personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, County sponsored training, education, social and recreational programs, will be administered without regard to race, color, religion, gender, national origin, ancestry, age, marital status or disability which does not preclude the performance of the essential functions of the job, with reasonable accommodations provided as necessary.

### **J. PUBLIC RELATIONS AND RELEASE OF INFORMATION**

Employees shall at all times be courteous to those members of the public who seek information. Employees are cautioned that information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Any release of such information before final decisions or disposition of the matter could cause misunderstanding and confusion resulting in waste of time and money. An employee will decline courteously to reveal such information and shall direct such inquiry to the appointing authority or County Manager, keeping in mind that it is not the intent of the County to be secretive, or to withhold valid information, but to assure that all information released is true and accurate. This policy is in no way intended to restrict the release of information concerning matters of fact that the employee is expected to provide the public, or other employees or officials in the normal course of employment.

### **K. SOLICITATION AND DISTRIBUTION**

Employee contributions to recognized charitable organizations are purely voluntary. No coercion of an employee to make contributions shall be permitted. Employees are prohibited from soliciting any other employees of the County on behalf of any organization during working hours or the working hours of the employee solicited unless the solicitation has been expressly approved by the County Manager. Employees are prohibited from distributing literature which promotes any organization in any area where County work is performed. Distribution of literature for County sanctioned programs is not restricted by this policy.

Effective 08/01/96

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY VII**

Title:       **HOURS OF WORK**

**I.    OBJECTIVE**

Each appointing authority, subject to approval of the County Manager, or his designee, shall establish the scheduled hours of work for employees within his/her unit.

**II.   DIRECTIVES**

**A.    NORMAL WORK WEEK**

Forty (40) hours shall constitute a normal workweek, not including meal periods, for all full time employees except public safety employees on 24 hour shifts. Exempt employees are compensated on the basis that extended workdays and/or workweeks may be required to accomplish the expected assignments of the positions. Employees filling such positions are expected to work whatever hours are necessary to complete the assignment. This policy does not guarantee or place a limitation on the number of hours to be worked in any one day, or the number of days per week, or any other work period.

**B.    FLEXIBLE WORKING SCHEDULES (FLEX-TIME)**

Appointing authorities may authorize flexible working schedules (flex-time) during an employee's normal workweek within their work units. Flex-time may be authorized on a discretionary basis where such authorization:

1.   enhances service hours,
2.   improves operational efficiency,
3.   accommodates an employee's personal needs without interfering with the operation's service delivery, or
4.   allows for community service of up to four hours monthly without interfering with the operation's service delivery.

**C.    OVERTIME**

Work in excess of a normal workweek, shall be kept to a minimum and avoided whenever reasonably possible. Employees shall be required to work overtime when requested, unless excused by their supervisor.

**D.    MEAL PERIODS**

One (1) hour is the normal time allotted for meal periods. Meal periods are to be scheduled in a manner to best serve the public. Meal period time cannot be accumulated, or saved for the purpose of leaving work early. The County Manager or his designees may authorize the inclusion of the meal period as actual work time for shift positions.

**E.    REST BREAKS**

Rest breaks are not a right but a privilege provided when time permits and circumstances dictate, and must be arranged so as not to interfere with County business. Rest breaks are usually scheduled for no more than fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon, according to the needs of the unit; they shall not be accumulated and used to leave early or as other leave with pay.

Effective 04/29/97



**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY VIII**

Title:           **HOLIDAYS**

**I.    OBJECTIVE**

To designate days to be used as official holidays for employees in County Service.

**II.   DIRECTIVES**

**A.    THE FOLLOWING DAYS SHALL BE OFFICIAL PAID HOLIDAYS:**

New Year's Day ..... January 1

Martin Luther King, Jr.'s Birthday ..... Third Monday in January

Memorial Day ..... Last Monday in May

Independence Day ..... July 4

Labor Day ..... First Monday of September

Veterans' Day ..... November 11

Thanksgiving Day..... Fourth Thursday of November

Friday after Thanksgiving .....

Christmas Eve ..... December 24

Christmas Day..... December 25

Personal Holiday.....

Any other day specifically authorized by the Board of County Commissioners.

**B.    ELIGIBILITY FOR HOLIDAY PAY**

All full time and part time permanent employees are eligible to receive holiday pay for designated holidays. Temporary and emergency employees shall not be entitled to holiday pay.

In order to be eligible for holiday pay an employee must be in a paid employment status or work a regularly scheduled workday immediately before or immediately after the holiday period. Newly hired employees must have worked a regularly scheduled workday immediately before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay. Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status.

## **HOLIDAYS POLICY (continued)**

### **C. HOLIDAY PAY**

Employees will be compensated for holidays on the basis of their regular straight time rate, not to exceed a normal workday. Employees whose normal workweek exceeds forty (40) hours will be compensated for holidays on a pro rata basis. Overtime exempt employees working shifts of 24 hours on duty and 48 hours off duty will be compensated for holidays in the amount of 11.2 hours per holiday.

All part time permanent employees shall be eligible for holiday pay on a pro rata basis or to receive alternate time off on a pro rata basis in lieu of holiday pay. Part time employee holiday pay will be calculated prorating the employee's regularly scheduled work hours for a work week against a forty hour work week with the employee receiving prorated holiday pay (i.e., twenty (20) hour work week, four hours holiday pay; thirty (30) hour work week, six (6) hours holiday pay).

Holiday pay shall be awarded for the day the holiday is observed which may not necessarily be the same day as the official holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on a Sunday will normally be observed on the following Monday.

Employees who are on an approved paid leave at the time a holiday occurs shall not have the hours of eligible holiday pay charged against accrued leave balances.

Whenever an official holiday falls on a day which is the employee's regular day off, the appointing authority shall give to the employee holiday time off within the pay period in which the holiday falls, permit the employee to accrue holiday leave time, or for non-exempt employees provide current holiday pay in lieu of time off.

### **D. WORK DURING HOLIDAYS**

When, in the opinion of the appointing authority, it becomes necessary to require non-exempt employees to work on an official holiday, such employees shall be compensated at the rate of time and one-half for time actually worked plus holiday pay in accordance with the employee's normally scheduled work day, or be given another day off at the option of the department, within two (2) calendar weeks following the official holiday.

An employee who, because of the necessity to continue essential services, is scheduled to work on a holiday and who, without notice or valid reason, fails to report for such work may, at the discretion of the appointing authority, lose holiday pay for the number of hours he/she would otherwise have worked.

Part time employees, who are required to work on a holiday, shall receive holiday at a prorated amount plus pay for the number of hours actually worked.

### **E. PERSONAL HOLIDAY**

The Personal Day holiday shall be awarded the first pay period ending in January of each year and must be used during the calendar year in which it is awarded.

4/14/2009

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY IX**

Title:       **LEAVE**

**I.    OBJECTIVE**

To provide a standardized system for employees to earn and utilize leave.

**II.   DIRECTIVES**

**A.    ACCUAL OF ANNUAL LEAVE:**

1. All full time and part time employees who are filling established positions in the Career Service shall be entitled to earn annual leave with pay. Part time employees shall earn such leave on a pro rata basis, but under no circumstances shall temporary, substitute, contractual, emergency, seasonal, or similar non-permanent employees be entitled to annual leave benefits.
2. Annual leave for full time permanent employees shall be earned in accordance with the following schedule:

<u>Years of Permanent Service</u>	<u>Hours Per Pay Period (24/Year)</u>	<u>Work days Per Year</u>
01 thru 05	4	12
06 thru 10	5	15
11 thru 15	6	18
16 thru 19	7	21
20 and over	8	24

3. Annual leave for part time permanent employees shall be earned based on actual number of paid hours for the pay period. This shall only include actual hours worked, paid absence hours and paid holiday hours; it shall not include hours that are paid at an overtime rate.
  - Bi-weekly leave accruals shall be based on the part-time employee's number of hours worked each pay period, not to exceed full-time leave accrual amounts.
  - Leave shall accrue over 26 pay periods. The formula to be applied for each bi-weekly period shall be: (number of actual hours worked + paid absence hours + paid holiday hours) ÷ (80 hours x fulltime leave accrual hours based on year of service).
4. Employees working schedules of 24 hours on duty and 48 hours off duty shall accrue annual leave at a rate of 1.4 times the normal amount.
5. An employee shall not be entitled to earn or accrue annual leave while in a non-pay status of thirty (30) calendar days or longer.
6. Annual leave earned in excess of 240 hours must be used in the calendar year it is earned. Any excess above 240 hours:
  - a. shall be paid during the first pay period of the new calendar year where the employer has prevented the employee from utilizing such leave. All such payments are subject to the approval of the County Manager, or the appointing authority for those employees who do not report to the County Manager.

## LEAVE POLICY (continued)

- b. where special circumstances exist; such as, but not limited to, excess leave where the employer has prevented the employee from utilizing such leave or the employee has been on extended leave, the County Manager, or the appointing authority for those employees who do not report to the County Manager, may approve the leave to be carried over from one calendar year to the next.
  - c. at the end of the calendar year may be donated by the employee for use by another employee approved for donated time during the following year.
7. An employee who submits written notice of his/her intention to enter the Florida Retirement System (FRS) Deferred Retirement Option Program (DROP) during the two year period prior to his/her entering the DROP program or who submits written notice of his/her retirement during the two year period prior to his/her retirement date, will be allowed to continue to accrue annual leave in excess of the limits outlined above up to the FRS maximum accrual limit of 500 hours.

### B. USE/PAYMENT OF ANNUAL LEAVE

1. Annual leave may not be used until after the completion of six (6) months of permanent service except as a continuation of authorized sick leave substantiated by a physician's statement.
2. In the event an employee becomes ill or suffers an injury or disability while on an approved vacation, at the option of the employee, the time off may be charged to any available sick leave upon furnishing appropriate evidence as to the illness or disability. An employee shall not be paid in lieu of taking a vacation unless such payment has been recommended by the appointing authority and approved by the County Manager.
3. Employees who resign, are laid off, or otherwise separate from the County Service in good standing shall be entitled to be paid for any unused annual leave balance earned by them as of the date of termination. An employee who abandons a position, is dismissed for good cause, fails to give reasonable notice, or otherwise fails to leave the County Service in good standing, shall not be entitled to annual leave pay upon termination.

### C. ACCRUAL OF SICK LEAVE

1. Employees entitled to earn annual leave benefits under this policy shall also be entitled to earn sick leave as provided herein.
2. Sick leave for full time permanent employees shall be earned in accordance with the following schedule:

<u>Years of Permanent Service</u>	<u>Hours Per Pay Period (24/Year)</u>	<u>Work days Per Year</u>
01 thru 10	4	12
11 and over	5	15

3. Sick leave for part time permanent employees shall be earned based on actual number of paid hours for the pay period. This shall only include actual hours worked, paid absence hours and paid holiday hours; it shall not include hours that are paid at an overtime rate.
  - Bi-weekly leave accruals shall be based on the part-time employee's number of hours worked each pay period, not to exceed full-time leave accrual amounts.

## **LEAVE POLICY (continued)**

- Leave shall accrue over 26 pay periods. The formula to be applied for each bi-weekly period shall be: (number of actual hours worked + paid absence hours + paid holiday hours) ÷ (80 hours x fulltime leave accrual hours based on year of service).
- 4. Employees working schedules of 24 hours on duty and 48 hours off duty shall accrue sick leave at a rate of 1.4 times the normal amount.
- 5. An employee shall be eligible to earn and accrue sick leave while on officially approved leave with pay.
- 6. Sick leave shall not be earned while an employee is in a non-pay status of thirty (30) days or longer.
- 7. Sick leave as earned may be carried forward and accumulated with no limit.

### **D. USE/TRANSFER/PAYMENT OF SICK LEAVE**

1. New employees may not use any accrued sick leave during their first six (6) months of service, unless the necessity for the absence has been verified by a physician's statement.
2. Sick leave use may be authorized as earned only for the following purposes:
  - An actual legitimate personal illness or injury which incapacitates and causes the employee to be unable to come to work.
  - Appointments with medical, dental, or other recognized practitioners for consultation or treatment of the employee only.
  - Officially approved professional counseling for the employee's health or emotional well being.
  - As provided in the policy on emergency leave.
  - Illness or injury of a non-critical nature of a member of the employee's immediate family which requires the personal care and attention of the employee. For the purpose of this subsection, immediate family means only members of the employee's household and natural or adopted children of non-custodial parents or an employee's non-household parents.

In the case of such non-household immediate family members, a maximum of forty (40) hours of sick leave may be utilized under this provision annually.

3. Should an official holiday occur when an employee has been authorized sick leave, the holiday shall not be charged against the employee's sick leave balance.
4. An individual who was the immediate former employee of another jurisdiction subject to the Florida Retirement System, and who becomes an employee of the County Service, may receive credit for fifty (50%) percent of any unused and unpaid sick leave accrued in the prior employment.
5. Employees who terminate during their first nine (9) months of permanent employment or who do not separate in good standing shall not be eligible for payment of unused sick leave.



## LEAVE POLICY (continued)

6. Career service employees on the first pay period in January may "Trade Back" up to eighty (80) hours of sick leave for additional annual leave on a pro rata basis as follows, as long as the employee keeps a minimum of two hundred (200) hours of sick leave on his/her sick leave balance.

<u>Sick Leave</u>	<u>Annual Leave</u>
1 hour	.5 hour

7. Career Service employees who properly resign, are laid off, or otherwise separate from County Service in good standing shall be entitled to receive twenty (20%) percent of their net unused sick leave, not to exceed 230 hours pay.
8. In the event a Career Service employee is separated from County Service due to death, twenty (20%) percent of any unused sick leave, not to exceed 230 hours pay, shall be paid in accordance with Policy II, section II.M "Wages Due Deceased Employee." If the employee was vested in the retirement system, fifty (50%) percent of any unused sick leave shall be paid in accordance with the above mentioned policy.
9. Employees who resign, or are otherwise separated in good standing and are vested under the Florida Retirement system shall be paid thirty (30%) percent of any unused sick leave, not to exceed 346 hours pay.
10. Employees who meet the requirements for retirement under the Florida Retirement System and retire from County Service in good standing shall receive pay for fifty (50%) percent of their unused sick leave balance.

For employees hired after October 1, 2011:

Employees who meet the requirements for retirement under the Florida Retirement System and who retire from the County in good standing, shall receive thirty percent (30%) of their unused sick leave balance.

### **E. DONATIONS TO SICK LEAVE**

1. Sick leave may be donated to a needy employee from another employee's annual leave or compensatory leave on a day for day basis; or from another employee's sick leave on a prorated 50% of time donated basis.
2. Donations may be made under the following conditions:
  - The employee in need of sick time has not abused sick leave in the past, evidenced by adherence to the County's sick leave policies.
  - The illness or injury must be documented.
  - All paid leave of employee receiving the donation has been exhausted.
  - Only the amount of sick leave time which is expressly needed will be donated to the employee in need.
3. Sick leave donations by an employee shall not negatively affect that employee's performance evaluation.

## **LEAVE POLICY (continued)**

### **F. SICK LEAVE INCENTIVE**

An employee who does not use any sick leave during any twelve consecutive month period, except for the employee's own hospitalization or for physician's appointments which are pre-approved by the employee's supervisor at least one week in advance, will be awarded eight (8) hours of annual leave. It is the employee's responsibility to notify his/her supervisor of eligibility within sixty (60) days of becoming eligible for the award to receive this incentive. Award for part-time permanent employees shall be on a pro-rata basis. Probationary employees and employees taking a leave of absence during the period shall not be eligible.

### **G. WORKERS' COMPENSATION AND WORK RELATED DISABILITY**

County Service employees disabled as a result of an injury arising out of and in the course of employment, compensable under the provisions of the Workers' Compensation Law shall continue to be entitled to receive Board provided life insurance and group medical insurance coverage. Employees who are on Workers' Compensation leave shall not earn annual or sick leave benefits when such leave extends thirty (30) days or longer.

Employees may elect to use accrued sick, compensatory or annual leave for the second (2nd) through seventh (7th) days of the injury or illness. Employees receiving 66-2/3 percent of their wage benefits in conformance with the Workers' Compensation law are authorized to utilize accrued sick, compensatory, or annual leave in an amount necessary to receive a combined payment with workers' compensation benefits equal to 85% of the salary received prior to the occurrence of the disability. Under no circumstances shall any combination of Workers' Compensation and leave benefits exceed 100% of the employee's salary.

### **H. NON-WORK RELATED SHORT TERM DISABILITY INSURANCE PROGRAM**

County Service employees disabled as the result of a non-work related injury or illness and who are eligible to receive a benefit from the Board's employee paid Short Term Disability Insurance Program are authorized to utilize accrued sick, compensatory and/or annual leave in an amount necessary to receive a combined payment with Short Term Disability benefits equal to 80% of the salary received prior to the occurrence of the disability.

### **I. MATERNITY LEAVE**

A pregnant employee who wishes to request maternity leave shall, within a reasonable period of time, normally at least two (2) weeks prior to anticipated date of delivery, notify her supervisor whether a maternity leave is to be requested. A Career or Appointive Service employee may secure a maternity or paternity leave of absence without pay for childbirth, recovery, and/or child rearing following birth or adoption for a period of up to six (6) months.

An employee approved for maternity or paternity leave shall be eligible to return to work at any time during the leave of absence upon the presentation of medical certification (if applicable) indicating that she/he is able to satisfactorily perform her/his original duties. An employee returning from an approved maternity or paternity leave shall resume her/his duties in the position held prior to the leave or a similar position with like pay.

## **LEAVE POLICY (continued)**

### **J. EMERGENCY LEAVE**

1. In the event of a death or critical illness of a member of an employee's or an employee's spouse's immediate family, an employee may be granted emergency leave upon request, in accordance with the following guidelines:
  - Employees whose workday normally consists of shifts of twelve (12) hours or less may be granted up to three (3) working days paid emergency leave. In case of the death of the employee's spouse, parent, grandparent or child, up to five (5) days emergency leave may be granted.
  - Employees whose workday normally consists of shifts of more than twelve (12) hours may be granted up to one and one-half (1-1/2) workdays paid emergency leave. In case of the death of the employee's spouse, parent, grandparent or child, up to two and one-half (2-1/2) days of emergency leave may be granted.
  - For the purposes of the above segments the term "parent, grandparent or child" includes parents, grandparents or children who raised or were raised by the employee.
  - Permanent employees may be authorized additional days to be charged against the employee's accrued sick leave balance, if needed to cope with the emergency. Employees whose workday normally consists of shifts of twelve (12) hours or less may have four (4) workdays of sick leave authorized. Employees whose workday normally consists of shifts of more than twelve (12) hours may have two (2) workdays of sick leave authorized. If additional time is needed, sick leave may be granted on a case-by-case basis.
2. Use of emergency leave or sick leave for emergency leave purposes is not a matter of right. An appointing authority may deny leave or grant less than the maximums.

### **K. TYPES OF ADMINISTRATIVE LEAVE**

#### **1. Jury and Court Leave**

A permanent employee who is called for jury duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. Any fees received for jury duty shall be retained by the employee. The employee shall not be eligible for reimbursement by the County for any meals, lodging, travel, or other expenses incurred while serving as a juror.

A permanent employee, who is subpoenaed as a witness on a regularly scheduled workday, not on behalf of the County and not involving the employee's personal litigation, shall be granted time off with pay and any witness fees awarded shall be retained by the employee. The employee shall not be eligible for reimbursement by the County for any meals, lodging, travel, or other expenses which may be incurred while serving as a witness.

An employee subpoenaed as a witness or defendant in behalf of the County shall be considered to be on duty, paid accordingly, and be entitled to be paid per diem and/or travel expenses in accordance with the provisions of the County's travel policy and procedure. Any fees awarded shall be returned to the County.

## **LEAVE POLICY (continued)**

Employees required to attend Court while on scheduled vacation leave may be allowed to substitute administrative leave for that Court time upon presentation of required documentation. Employees required to attend Court or participate in a related activity on their day off shall not receive an extra day off.

Employees who attend Court or participate in a related activity, including jury duty, for only a portion of a regularly scheduled work day are expected to report to their supervisor after being excused or released by the Court.

An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges or whose appearance is voluntary shall be required to use annual leave or leave without pay for any such absence from work.

### **2. Reserve and National Guard Training Leave**

An employee of the County Service who is a member of the United States Armed Forces Reserve or the National Guard and who is ordered to engage in annual field training exercise, or other temporary active duty, shall upon presentation of a copy of his official orders be granted leave with pay. Such leave with pay shall be consistent with Florida Statute §115.07.

### **3. Leave for Job Interviews or Brevard County Service Employment Tests**

An employee may be granted administrative leave in order to be interviewed for another position in the County Service or to take a test required for a County position.

## **L. LEAVES OF ABSENCES WITHOUT PAY**

A leave of absence without pay is a privilege and may be granted by the appointing authority where one of the following benefits will result: increased job knowledge; restoration of the employee's health; retention of a desirable employee; or an interest of the County is served. Leave without pay is a matter of right for members of the National Guard or the U.S. Armed Forces Reserve requesting leave without pay for military duties and employees who are eligible under the provisions of Section 9, Family & Medical Leave Act of 1993.

Should an employee become unable to perform normal duties in a safe and satisfactory manner because of an illness or injury, the appointing authority may place the employee on a medical leave of absence without pay for a period not exceeding six (6) months once sick and annual leave benefits have been exhausted, or after sick leave benefits have been exhausted, if the employee elects to have annual leave benefits frozen.

## **LEAVE POLICY (continued)**

An employee shall not be eligible to accrue or use annual or sick leave while on leave of absence without pay. An employee on an approved leave of absence without pay may have paid whatever portion of the premium for group health insurance necessary to cover the first full month that starts during the first thirty (30) days of the leave of absence. However, the cost of premiums for optional coverage must be borne by the employee. Group health and optional coverage may be continued beyond the thirty (30) day period provided all premium payments are kept current by the employee, except in the case of an approved medical leave of absence during which the County will continue to pay premiums for the employee's health and life insurance (see IX.M of this Policy, Family & Medical Leave Act of 1993, for additional provisions). No leave of absence without pay shall exceed six (6) months unless a longer period of time or an extension has been authorized by the County Manager.

### **M. FLSA OVERTIME-EXEMPT EMPLOYEES**

When accrued leave is not available, unpaid leave deductions may be made from exempt employees for partial day absences for personal reasons. Any leave granted under the Family Medical Leave Act may be unpaid leave.

### **N. FAMILY & MEDICAL LEAVE ACT OF 1993**

#### **1. DEFINITIONS**

**EMPLOYMENT BENEFITS** -The term "employment benefits" means all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan", as defined in section 3(3) of the Employee Retirement Income Security Act of 1974 (29 U.S.C. 1002(3)).

**HEALTH CARE PROVIDER** -The term "health care provider" means

- a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or
- any other person determined by the Secretary to be capable of providing health care services.

**PARENT** -The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

**SERIOUS HEALTH CONDITION** - The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves

- inpatient care in a hospital, hospice, or residential medical care facility; or
- continuing treatment by a health care provider.

**SON OR DAUGHTER** - The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is

- under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

**SPOUSE** - The term "spouse" means a husband or wife, as the case may be.



## **LEAVE POLICY (continued)**

**ACTIVE DUTY** - The term "active duty" means duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

**CONTINGENCY OPERATION** - The term "contingency operation" has the same meaning given such term in section 101(a)(13) of title 10, United States Code.

**COVERED SERVICEMEMBER** - The term "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

**COVERED VETERAN** - The term "covered veteran" means a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the five (5) years preceding the date of treatment, recuperation or therapy.

**OUTPATIENT STATUS** - The term "outpatient status", with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to

- a military medical treatment facility as an outpatient; or
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**NEXT OF KIN** - The term "next of kin", used with respect to an individual, means the nearest blood relative of that individual.

**QUALIFYING EXIGENCY LEAVE** – The term "qualifying exigency leave" means leaves for short-notice deployment, military events and related activities, financial and legal matters, child care and school activities, rest and recuperation, post-deployment activities and additional activities agreed upon by the employer and the employee.

**SERIOUS INJURY OR ILLNESS** - The term "serious injury or illness", in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

## **2. ENTITLEMENT TO LEAVE**

- a. An eligible employee has been employed for at least 12 months by the Board of County Commissioners and has at least 1,250 hours of service during the previous 12-month period. An eligible employee is entitled to a total of 12 workweeks of leave during any 12-month period for one or more of the following:
  - The birth of a son or daughter of the employee in order to care for such son or daughter. The entitlement to leave for the birth of a son or daughter expires at the end of the 12-month period beginning on the date of birth. This leave may not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the employer agree otherwise.
  - The placement of a son or daughter with the employee for adoption or foster care. The entitlement to leave for the placement of a son or daughter expires at the end of the 12-month period beginning on the date of placement. This leave will not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the employer agree otherwise.

## LEAVE POLICY (continued)

- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition. Leave may be taken intermittently or on a reduced leave schedule when medically necessary, subject to proper certification.
  - A serious health condition that makes the employee unable to perform the functions of the position of such employee. Leave may be taken intermittently or on a reduced leave schedule when medically necessary, subject to proper certification.
  - Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- b. Service Member Caregiver Leave - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember or a covered veteran is entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph is only available during a single 12-month period. Leave may be taken intermittently or on a reduced leave schedule when medically necessary, subject to proper certification.
- c. Combined Leave Total - During the single 12-month period described in paragraph (b), an eligible employee is entitled to a combined total of 26 workweeks of leave under paragraphs (a) and (b). However, this does not limit the availability of leave under paragraph (a) during any other 12-month period.

### 3. SUBSTITUTION OF PAID LEAVE

An eligible employee may elect, or the employer may require the employee, to substitute any accrued annual leave or sick leave for any part of the 12-week or 26-week period of FMLA leave. The employer is not required to provide paid sick leave in any situation in which the employer would not normally provide any such paid leave.

### 4. REQUIREMENT OF NOTICE

When the necessity for leave is foreseeable based on an expected birth or placement, the employee will provide not less than 30 days' notice before the date the leave is to begin. If the date of the birth or placement requires leave to begin in less than 30 days, the employee will provide such notice as is practicable.

When the necessity for leave is foreseeable based on planned medical treatment, the employee will make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

When the necessity for leave is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

## **LEAVE POLICY (continued)**

### **5. CONDITIONS AND LIMITATIONS**

Employees who are eligible for paid leave may be required to utilize such paid benefits prior to taking leave without pay. Such paid benefits would be included in the calculation of twelve (12) work weeks leave within a twelve (12) month period.

No accrual of leave benefits and/or seniority, except as may be provided elsewhere in these policies, shall occur during any unpaid portion of such leave.

### **O. DOMESTIC VIOLENCE LEAVE**

#### **1. Definitions**

Domestic Violence – means domestic violence as defined in Florida Statutes, Section 741.28, or any crime the underlying factual basis of which has been found by a court to include an act of domestic violence.

Victim - means an individual who has been subjected to domestic violence.

#### **2. Eligibility**

An employee shall be eligible for Domestic Violence Leave after three (3) months of employment and may request and take up to three (3) unpaid working days of leave from work in any twelve (12) month period if the employee or a family or household member of an employee is the victim of domestic violence. An employee may be required to utilize accumulated annual, compensatory or sick leave, if applicable, at the discretion of the appointing authority, prior to receiving domestic violence leave.

#### **3. Conditions and Limitations**

Except in cases of imminent danger to the health or safety of the employee, or to the health and safety of a family or household member, an employee seeking domestic violence leave from work must provide appropriate advance notice of the leave as well as reasonably sufficient documentation as required by the appointing authority to verify entitlement to this leave.

Requests for domestic violence leave must be approved and maintained by the appointing authority. Each appointing authority shall maintain personal identifying information that is contained in any records documenting an act of domestic violence including any use of domestic violence leave as confidential and exempt from disclosure to the extent authorized by statute.

The use of Domestic Violence Leave is limited to the following activities:

- (a) Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- (b) Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;

## **LEAVE POLICY (continued)**

- (c) Obtain services from a victim services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- (d) Make the employee's home more secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- (e) Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY X**

Title:       **PROMOTIONS, TRANSFERS AND DEMOTIONS**

**I.    OBJECTIVE**

To provide a standardized system which allows for the internal movement of employees within Brevard County service.

**II.   DIRECTIVES**

**A.    PROMOTIONS**

**1.    Competitive Promotions**

Where external and internal candidates are substantially equally qualified for a position and no veterans' or affirmative action preference exists, the position should be filled with the promotion of an employee in the County Service. No employee shall be deemed eligible for a promotion whose last performance evaluation rating was "Needs Improvement."

**2.    Non-competitive Promotions**

Competitive procedures need not apply when:

- a trainee appointment is placed in the class upon completion of an officially approved training program, provided the trainee had originally been selected as a trainee through competitive procedures,
- an employee's position is upgraded,
- promotions are made through a career ladder program when the employee was selected by competition at an earlier stage to enter the program, or
- an employee is assigned to a higher level position on a temporary basis.

**3.    Temporary Promotions**

An employee may receive a temporary promotion to a higher level position without competition when:

- an employee has to perform the duties during the temporary absence of the incumbent,
- it is necessary to fill the position when it becomes vacant until a permanent appointment can be made, or
- the employee's services are required for a limited period of time to participate in a special project.



## **PROMOTIONS, TRANSFERS & DEMOTIONS POLICY (continued)**

### **B. TRANSFERS**

An appointing authority, for the good of the service, may transfer an employee from one position to another position of the same classification or another classification in the same pay grade, if the employee meets the minimum qualifications of the other position. The movement of an employee to a higher or lower classification carrying a different pay grade does not constitute a transfer and any such action must be accomplished in accordance with the procedures established for promotions or demotions.

Normally no employee shall be subject to more than two (2) involuntary transfers in a one (1) year period of time, except when reduction in force procedures are in effect. Involuntary transfers shall not be subject to the grievance procedure unless they exceed the number specified above.

### **C. DEMOTIONS**

An appointing authority may demote an employee for any of the following reasons:

1. As a disciplinary measure for violation of County or departmental rules.
2. Inability to satisfactorily perform the required duties and responsibilities after promotion to a higher position.
3. In lieu of layoff during a reduction in force.
4. When the employee voluntarily requests such a demotion.
5. For the good of the service.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY XI**

Title: **EMPLOYEE PERFORMANCE EVALUATION**

**I. OBJECTIVE**

The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purpose of the performance evaluation is to inform the employee of his/her strengths and areas for improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, establish goals and expectations for future evaluation.

The performance evaluation may also be used for but is not limited to;

- estimating an employee's potential for promotion,
- identifying areas of training needs,
- the determination of merit increases,
- a basis for taking disciplinary actions, or
- determining orders of layoff.

**II. DIRECTIVES**

**A. EVALUATION PERIODS**

1. **Probationary:** Employees serving an original probationary period shall receive at least one (1) performance evaluation each four (4) months during their probationary period.
2. **Regular:** After release from probation, an employee shall receive a performance evaluation at least once annually prior to eligibility for any merit increase, longevity/merit pay award or other performance based pay increase.

**B. SPECIAL EVALUATIONS**

A special performance evaluation may be made at any time when, in the opinion of supervision, the employee's performance has deviated from expected standards.

**C. APPEALS OF PERFORMANCE EVALUATION**

An employee who disagrees with the content of his/her performance evaluation may appeal by providing to the evaluator a written statement, on the designated form, citing the areas of disagreement and the reasons why the employee believes the evaluation of performance is inaccurate. Such appeal must be provided to the evaluator within five (5) working days of the date the evaluator initially presented the evaluation to the employee. An appeal may result in the entire content of the evaluation being reconsidered.

The evaluator will consider the employee's comments and provide the employee with a written response, on the designated form, within five (5) working days of receipt of the appeal.

## **EMPLOYEE PERFORMANCE EVALUATION POLICY (continued)**

In the event the evaluator doesn't find sufficient justification to modify the evaluation, the employee may appeal the evaluator's decision to the original reviewer by so stating on the designated form and presenting it to the reviewer within five (5) working days of receipt of the decision of the evaluator.

If there has been a second reviewer to the evaluation, the same process and time frames shall apply to appeal the first reviewer's decision.

In the event the reviewer(s) does not find sufficient justification to modify the evaluation, the employee may appeal the reviewer's decision to the Administrative Officer IV/V (working title: department/office director).

The employee may request the Administrative Officer IV/V to have the appeal heard by the Human Resources Director in lieu of the Administrative Officer IV/V. Such appeal must be made by submitting the designated form within five (5) working days of the date of the reviewer's final decision. This appeal shall be final and is not appealable.

In those cases where the evaluator or initial reviewer is an Administrative Officer IV/V, the employee may appeal his/her evaluation, utilizing the timeframes and procedures outlined above, to his/her Assistant County Manager.

In the event the Assistant County Manager does not find sufficient justification to modify the evaluation, the employee may appeal this decision to Human Resources Director within five (5) working days of the date of the Assistant County Manager's decision. This appeal shall be final and is not appealable.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY XII**

Title:     **DISCIPLINARY ACTIONS**

**I.    OBJECTIVE**

To provide an effective supervisory tool which can modify inappropriate employee behavior, generating opportunities for success rather than failure, when a supervisor communicates and consistently and fairly applies reasonable work standards (rules) to employee behavior.

**II.   DIRECTIVES**

**A.    OVERVIEW**

Disciplinary action should be taken when just cause exists. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the fact that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis without creating a precedent for other cases which may arise in the future.

**B.    PROGRESSIVE DISCIPLINE**

The progression of disciplinary actions, from least to most severe is as follows:

1.    Verbal Counseling
2.    Written Reprimand
3.    Suspension
4.    Demotion, Reduction in Pay and/or Placement on Disciplinary Probation
5.    Dismissal

**C.    PRE-DISCIPLINARY HEARINGS**

A pre-disciplinary hearing shall be provided to all employees in established positions, including those in probationary status, prior to the implementation of the disciplinary actions of suspension, demotion, reduction in pay, placement on disciplinary probation and/or dismissal. The hearing process shall provide employees with adequate notice of the charges and an opportunity to respond before a decision is made.

**D.    AUTHORITY TO IMPOSE DISCIPLINE**

The authority to impose disciplinary actions involving suspensions, demotions or reductions in pay, or dismissals is reserved for the appointing authority. Such authority may be delegated to a subordinate supervisor, but any action of this nature must be reviewed and countersigned by the appointing authority.

## **DISCIPLINARY ACTIONS POLICY (continued)**

### **E. DISCIPLINARY PENALTIES**

The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal and are not intended to be all inclusive. Penalties for offenses not listed will be prescribed in consistence with offenses of comparable gravity. Should more than one offense be under consideration, the violations do not necessarily have to be identical in order to be classified as a second or third offense. Penalties for disciplinary offenses should normally fall within the suggested range, however, these ranges are merely guides and are not intended to limit the right of management to determine what constitutes an appropriate penalty. Depending on the nature of the offense, the past record of the employee, or extenuating circumstances, a more severe penalty, a lesser penalty, or a penalty outside of the range may be imposed. In the case of a dismissal offense, the minimum penalty for a first offense will be suspension.

When a full time permanent employee (40 work hours per week) is given time off without pay as a result of disciplinary action, the day off shall equate to an eight (8) hour day. Part time employee disciplinary time off without pay will be on a pro rata basis.

Deductions from pay of all employees (including exempt employees) may be made for unpaid disciplinary suspensions of one or more full days imposed for infractions of workplace conduct rules. Exempt employees will be subject to unpaid suspensions only as permitted by FLSA.

#### **1. Range of Penalties for Minor Offenses**

**First Offense** - Verbal counseling up to written reprimand

**Second Offense** - Written reprimand up to three (3) days suspension

**Third Offense** - Up to five (5) days suspension

**Fourth Offense** - Up to discharge

#### **Minor Offenses:**

- Poor housekeeping or occasional substandard work quality.
- Selling or soliciting on County property without prior authorization.
- Failure to obtain approval prior to engaging in other than County employment or business activity.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee. (Call-in times in this rule may be adjusted in each operation to comply with functional requirements. Employees shall be provided with notification of specific requirements.)
- Neglect, carelessness or disregard of common safety practices.
- Any act of negligence which results in a failure to complete assigned tasks or responsibilities in a timely and/or satisfactory manner.
- Failure to pay or make reasonable provision for future payment of legal debt which has caused annoyance or discredit to the County.

## **DISCIPLINARY ACTIONS POLICY (continued)**

- Use or possession of another employee's working equipment without the employee's consent.
- Malicious mischief, horseplay, wrestling, or other undesirable conduct.
- Unexcused tardiness.
- Creating or contributing to unsafe or unsanitary conditions.
- Loafing, neglect of duties or otherwise wasting work time.
- Smoking in designated non-smoking areas in County facilities.

### **2. Range of Penalties for Major Offenses**

**First Offense** - Written reprimand up to three (3) days suspension

**Second Offense** - Up to five (5) days suspension

**Third Offense** - Up to discharge

#### **Major Offenses:**

- Leaving the job during working hours without notice to or permission from supervisor.
- Absence without approved leave or failure to report after leave has been disapproved, revoked or canceled.
- Failure to report for overtime work without good reason after being scheduled to work.
- Failure to report a personal injury or equipment damage immediately to one's supervisor.
- Careless use of County property resulting in damage.
- An accident resulting in injury, due to carelessness, neglect or disregard of safety practices.
- Distribution of or posting written or printed matter of any description unless approved.
- Unauthorized removal of notices or signs from County bulletin boards.
- Abuse or misuse of the grievance procedure by filing habitual or unjustified grievances.
- Sleeping during working hours unless otherwise authorized, as in the Fire Rescue Service.
- Gambling on County property.



## **DISCIPLINARY ACTIONS POLICY (continued)**

- Loss of County property through carelessness or negligence.
- Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public.
- Hindrance of operations because of excessive absenteeism or tardiness.
- Improper or unauthorized use of County property or equipment.
- Smoking in an area designated as non-smoking because of safety considerations.
- Operation of any County owned vehicle or equipment while under the influence of any medication or drug which causes drowsiness or other physical or psychological impairments.

### **Dismissal Offenses:**

Reasons for dismissal of an employee may include, but not be limited to, the following:

- Wanton or willful neglect in the performance of assigned duties.
- Deliberate misuse, destruction or damage to any County property or the property of another person.
- Deliberate misuse of County's time, personnel and/or property for personal purpose.
- Failure to return to work upon expiration of a leave of absence.
- Abandonment of position by being absent from duty for three (3) consecutive workdays without proper authorization.
- Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive, or by demonstrating an antagonistic, disrespectful or belligerent attitude toward management.
- Violation of a safety rule or regulation resulting in an injury or death, or refusal to use proper safety equipment when provided.
- Misappropriation of County funds; unauthorized sale or disposal of County property for personal gain or profit; deliberate falsification of official reports; or violation of any other public trust.
- Falsification of any County records, reports, documents or correspondence.
- Providing false information to a supervisor or member of management.
- Conviction or guilt of any felony crime or a misdemeanor concerned with immoral conduct.
- Engaging in an illegal strike, work stoppage, slow down or acts of sabotage or vandalism.
- Refusal to sign or execute an oath of citizenship, oath of loyalty or other document

## **DISCIPLINARY ACTIONS POLICY (continued)**

required by law or County regulations.

- Possession of firearms, explosives or other weapons on County property or in a County vehicle, unless authorized by proper authority.
- The sale of narcotics or other illegal substances.
- Inability or unfitness to perform assigned duties.
- Concealment of a communicable disease which could endanger the health of other employees or the public.
- Providing entrance or access to County facilities or property to unauthorized persons.
- Theft, concealment or removal of County property or the property of another employee without proper authorization.
- Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers' compensation or other such benefits.
- Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other persons.
- Threatening physical violence or striking a supervisor.
- Creating a hostile or offensive work environment.
- Loss or suspension of a required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Failure to cooperate in an official investigation related to work.
- Conduct that raises obvious questions as to the employee's ability to maintain public trust.
- Discriminatory Harassment - Any unwelcome verbal comments or physical acts relating to an individual's race, color, gender, age, religion, national origin, veteran status, marital status or other characteristic protected by law which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substances at place of work, in official County vehicles or while on official duty.
- Reporting for duty under the influence of intoxicating beverages, non-prescribed drugs or illegal controlled substances.

## **DISCIPLINARY ACTIONS POLICY (continued)**

- Testing positive for illegal drugs or alcohol in violation of the County's Drug/Alcohol Testing Policy.
- Sexual Harassment - Any unwelcome verbal or physical conduct of a sexual nature which interferes with an employee's ability to perform his/her duties or which creates an offensive working environment.
- Solicitation or acceptance of any gift, gratuity or other form of compensation of any value whatsoever by an employee that is based on any understanding that the performance/non-performance of any duties or responsibilities associated with employment by the County or any official action or judgment of the employee would be influenced by such gift, gratuity or other form of compensation.
- An employee who receives three consecutive employee performance evaluations, including special evaluations, with ratings below the level of "meets expectations" shall be mandatorily dismissed from County employment.
- Any other incidents or series of incidents which, when considered on their merit, are equal in gravity to the offenses listed above.

### **F. CRIMINAL CONDUCT**

Any employee arrested for any crime shall notify his/her supervisor within twenty-four (24) hours of the arrest or as soon as practical and advise what the charges are and his/her availability status.

When an employee is formally charged with criminal conduct which is job related and/or affects the public's trust and confidence in the employee and/or County government, the appointing authority will render a preliminary determination to either:

1. Allow the employee to continue to perform duties pending the outcome of the departmental investigation and final administrative determination; or
2. Reassign the employee to other, less sensitive duties pending the outcome of the departmental investigation and final administrative determination; or
3. Suspend the employee without pay pending the outcome of the departmental investigation and final administrative determination; or
4. Suspend the employee with pay.

## **DISCIPLINARY ACTIONS POLICY (continued)**

In making the preliminary determination, the following factors will be considered:

1. The nature, weight, basis, and character of the criminal charges against the employee;
2. Any explanation offered by the employee;
3. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the public's trust and confidence in the employee and in the County government;
4. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the employee's ability to carry out his/her duties and responsibilities effectively.

Following the preliminary determination, the appointing authority will conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. Although this investigation will be more thorough than the preliminary determination, it is not intended to establish the employee's guilt or innocence of the formal criminal charge. Any disciplinary action taken will take into account the same factors used in making the preliminary determination, and will not be dependent upon the legal outcome of the criminal charges.

An individual who remains employed while charged with a crime, shall notify his/hers supervisor of any change in the status of the criminal proceedings within 48 hours of such change.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY XIII**

Title:       **EMPLOYEE GRIEVANCES AND APPEALS**

**I.    OBJECTIVE**

To provide a structured process for employees to express their grievances with personnel policies and/or actions that directly affect them.

**II.   DIRECTIVES**

**A.    MANAGEMENT PREROGATIVES**

The following areas of administration are considered prerogatives of management and shall not be a subject of the grievance procedure:

- Scheduling and assignment of work, work hours and work stations.
- Establishing work standards and quality.
- Size of work force and reorganizations.
- Reductions to work force.
- Appropriations and budgets.
- Scope of work within job classification except when an assignment is clearly determined not to be within the job classification.
- Performance evaluations.
- Salary scales and rates of pay falling within officially established ranges.
- The right to discipline.
- The missions of the County.

**B.    GRIEVANCES OF CAREER SERVICE EMPLOYEES**

**1.    Terms or conditions of employment, or discipline up to a written reprimand:**

Any grievance regarding the terms or conditions of employment directly affecting a Career Service employee or disciplinary actions up to a written reprimand shall be discussed first with the employee's supervisor. If the grievance is not settled at the supervisory level, the employee may submit a written grievance to the Administrative Officer IV/V (working title: department/office director), who shall conduct a hearing and render a final decision concerning the grievance that is non-appealable.

**2.    Suspension without pay:**

## **EMPLOYEE GRIEVANCES AND APPEALS POLICY (continued)**

Any grievance regarding a suspension without pay of a Career Service employee shall first go through the levels of supervision listed above. If the grievance is not settled at the Administrative Officer IV/V (working title: department/office director) level, the employee may request in writing for the grievance to be reviewed by the Grievance Committee. The Grievance Committee shall forward its recommendation concerning the grievance to the County Manager for his consideration and decision. When the County Manager disregards the advisory recommendations of the Grievance Committee, he shall provide his reasoning in writing to the grievant.

### **3. Disciplinary probation, demotion or involuntary reduction in pay:**

Any grievance regarding placement on disciplinary probation, demotion or involuntary reduction in pay of a Career Service employee shall first petition the Administrative Officer IV/V (working title: department/office director). If the grievance is not settled at this level, the employee may appeal the grievance in writing to the Grievance Committee. The Grievance Committee shall forward its recommendation concerning the grievance to the County Manager for his consideration and decision. When the County Manager disregards the advisory recommendations of the Grievance Committee, he shall provide his reasoning in writing to the grievant. In the case of placement upon disciplinary probation, if the County Manager disregards the advisory recommendations of the Grievance Committee, the grievant may appeal the County Manager's decision to the Personnel Council.

### **4. Dismissal:**

Any grievance regarding dismissal of a Career Service employee shall be appealed directly to the Personnel Council.

## **C. GRIEVANCES OF BARGAINING UNIT EMPLOYEES**

Any Career Service employee covered by an existing labor agreement who has satisfactorily completed a probationary period shall have the option of utilizing the Brevard County Grievance Procedure or the negotiated grievance procedure but may not use both grievance procedures for the same grievance. Any such employee may appeal a disciplinary or dismissal action in accordance with the grievance procedure set forth in said labor agreement, or utilize the procedure contained in the Merit System Grievance and Appeals Procedure. No bargaining unit employee shall utilize both procedures to appeal the same disciplinary action.

## **D. APPEALS RELATED TO DISCRIMINATION**

Any employee in the County Service who believes he/she has been suspended, demoted, denied promotion or dismissed because of political opinion or affiliation, religious beliefs, race, color, gender, marital status, national origin, ancestry, age or disability which does not preclude the performance of the essential functions of the job, with reasonable accommodations provided as necessary, shall have right of appeal to the Personnel Council.



## **EMPLOYEE GRIEVANCES AND APPEALS POLICY (continued)**

### **E. PERSONNEL COUNCIL AUTHORITY FOR DECISIONS AND ORDERS**

1. The Personnel Council may affirm, modify or reverse the decision of the appointing authority. The decisions and orders of the Personnel Council may include the reinstatement of an employee, with or without lost wages, provided any award of lost wages shall not exceed thirty (30) days. Any period of hearing postponement requested by the appellant would be deducted when calculating any award of lost wages.
2. The Personnel Council may order the reinstatement of a Career Service employee if it appears after a proper public hearing that the action was taken for reasons other than good cause.
3. The Personnel Council shall render a decision by affirmative vote after the hearing. The Personnel Council decision shall be final.
4. In the event of a tie vote by the Council members present and voting, Management's original decision in the matter being appealed will be considered to be upheld since no affirmative action has been taken by the Council to reverse that decision.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY XIV**

Title: **SEPARATION FROM COUNTY SERVICE**

**I. OBJECTIVE**

To provide consistent criteria for employees separating from County service.

**II. DIRECTIVES**

**A. RESIGNATIONS**

An employee wishing to leave County Service in good standing shall provide written notice of resignation to the appropriate supervisor or appointing authority stating the date and reasons for leaving. The resignation should be submitted at least fourteen (14) calendar days prior to the date of leaving. The appointing authority may waive the required fourteen (14) days notice if extenuating circumstances exist. Failure to provide proper notice may be cause for denial of reemployment rights or forfeiture of payment of any unused leave benefits.

**B. LAYOFFS**

When for any reason it becomes necessary to reduce the work force of any department or office, the appointing authority shall determine the number and classes of employees to be laid off. In determining order of layoff within a class, the appointing authority shall consider past employee performance based upon each employee's most recent performance evaluation. Employees shall be laid off without prejudice as layoff is not considered a disciplinary action.

The following factors shall be used in determining the order of layoff:

1. The appointing authority shall first layoff the individual or individuals with the lowest past employee performance within the selected classification in the department unless an employee is considered an essential employee.
2. When there are individuals who are subject to being laid off with equal past employee performance in a class the individual with the shortest length of service shall be laid off first. If two or more employees with equal past employee performances have the same length of service the individual with less total County service shall be laid off first.
3. No Career Service employee shall be laid off while there are emergency, temporary or probationary employees serving in the same classification within the jurisdiction of the same appointing authority, unless such employees have been designated as essential. If a Career Service employee is scheduled to be laid off, the employee shall be offered a demotion to a lower class if a vacancy exists within the office or department and the employee is qualified to fill the position in the lower class.

## **SEPARATION FROM COUNTY SERVICE (continued)**

Career Service employees to be laid off shall be given written notification of such layoff by the appointing authority. Career Service employees receiving less than two (2) weeks notice of layoff shall be entitled to payment in lieu of said notice.

### **C. MEDICAL DISMISSALS**

In the event it becomes necessary to terminate the employment of a County Service employee due to physical inability to perform the job, such termination shall be deemed a medical dismissal. Medical dismissals shall be without prejudice and the employee shall receive payment of leave benefits, if otherwise eligible. Such employees shall be eligible for reemployment as their medical condition permits.

### **D. DISMISSAL OF APPOINTIVE SERVICE EMPLOYEES**

Appointive service employees may be dismissed either for cause or for the convenience of the County. Authority to dismiss appointive service shall rest with the appropriate appointing authority, except that no Administrative Officer II or above may be terminated by his/her Administrative Officer IV/V (working title: department/office director) without the concurrence of the County Manager.

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
POLICY XV**

Title: **EMPLOYEE ORGANIZATIONS**

**I. OBJECTIVE**

County employees shall have the right to form, join and participate in, or to refrain from forming, joining or participating in any employees organization of their own choosing.

**II. DIRECTIVES**

County employees shall have the right to be represented by an employee organization of their own choosing, to negotiate collectively through a certified bargaining agent with their public employer in the determination of the wages, terms and conditions of their employment, and to be represented in the determination of grievances arising thereunder. County employees shall have the right to refrain from exercising the right to be represented.

Employees who are covered under a labor agreement shall also be subject to the merit system policies and procedures. If any conflicts occur between the labor agreement and a policy or procedure, the labor agreement shall take precedence. The labor agreement shall be the governing factor in all cases even though the rights or benefits may be greater or lesser than provided for in these policies and procedures.

Effective 08/01/96

**BREVARD COUNTY**  
**MERIT SYSTEM PROCEDURES**  
**PROCEDURE I**

Title:       **CLASSIFICATION PLAN**

**I.    PURPOSE AND SCOPE**

To implement the Classification Plan Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy I, Classification Plan

**III.   MAINTENANCE OF THE CLASSIFICATION PLAN**

In order to maintain the County's Classification Plan, the Office of Human Resources Director is authorized to:

- A.   Complete studies of proposed new positions and make allocations to existing classes.
- B.   Provide for studies of existing positions when there has been a substantial change in the duties and responsibilities, which justify consideration of possible reclassification.
- C.   Conduct periodic studies and request such assistance as may be needed to assure the classification plan remains uniform and current.
- D.   Require submission of position questionnaires or other related information when considered necessary for the proper maintenance of the plan.
- E.   Develop forms and procedures deemed necessary to determine the proper classification of each position to be used by appointing authorities.
- F.   Make routine revisions to job description contents, such as additions and deletions of illustrative tasks, qualification requirements, title and other such changes, however, changes in salary ranges shall not be accomplished under this procedure.

**IV.   CLASSIFICATION OF NEW POSITIONS**

- A.   Appointing authorities shall promptly notify the Office of Human Resources Director of the need for new classifications and allow sufficient time for the classification study.
- B.   Appointing authorities proposing to establish new positions shall first provide the Office of Human Resources Director a description of the duties, skills, knowledge, abilities and other work performance requirements in sufficient detail, and in such form and manner as may be prescribed, as may be necessary to properly classify the position.

## **CLASSIFICATION PLAN PROCEDURE (continued)**

- C. Upon completion of the classification study, the Office of Human Resources Director shall allocate the position(s) to an existing class, or if a suitable class does not exist, he/she shall recommend the establishment of a new class in the classification plan, to be approved by the County Manager and then allocate the position to the new class.
- D. There shall be no action taken to fill any new position in the Career Service until it has been approved by the Board of County Commissioners or their designee.

### **V. ALLOCATION REVIEWS**

Any employee having facts which would indicate his position has been allocated to an improper class may request a review of the allocation by the Office of Human Resources Director. Such requests for review shall first be submitted to the appointing authority. If the appointing authority finds there is justification he/she shall transmit his/her recommendations in writing to the Office of Human Resources Director. If the appointing authority finds the request is not justified he/she shall so advise the employee. The decision of the Office of Human Resources Director in the allocation of positions to the various classes shall be final unless arbitrated by the County Manager.

### **VI. RECLASSIFICATION OF POSITIONS**

- A. Established positions may be reclassified from one class to a different class under the following conditions:
  - 1. There have been significant changes in the actual duties and responsibilities through a natural redistribution of workload.
  - 2. The changes in duties and responsibilities are of a permanent nature.
  - 3. The reclassification is based upon new or added elements in the job and not on the performance of the individual.
  - 4. Reorganizations approved by the County Manager.
- B. Reclassifications shall not be effected when:
  - 1. The assignment of new duties and responsibilities has the effect of creating a new position.
  - 2. The added duties and responsibilities are minor in nature and would be a logical function of the class.
  - 3. The added duties and responsibilities are to be performed for a period of six (6) months or less.
  - 4. The only change involved is an increase in the employee's workload.
  - 5. The primary purpose is to raise the employee's salary.

## **CLASSIFICATION PLAN PROCEDURE (continued)**

- C. No position shall be reclassified within six (6) months from the date it was originally classified or no more than once in a twelve (12) month period, unless the reclassification is to a lesser class, the original class, or during a general classification study.
- D. Reclassifications shall only be accomplished after a review by the Office of Human Resources, or the reclassification has been approved by the County Manager.
- E. An employee whose position is reclassified to a higher level position may continue in the reclassified position without competition.
- F. Changes in classification which do not result in additional personnel, new classifications or an increase in the current approved budget of a department may be authorized by the County Manager or his/her designee.

### **VII. AMENDMENTS TO THE CLASSIFICATION PLAN**

- A. Additions of position classes in the Plan within existing pay grades may be approved by the County Manager when deemed necessary and recommended by the Office of Human Resources Director.
- B. The County Manager may delete position classes from the Plan when the classification title has not been utilized for a period of more than one (1) year or when it becomes known the function to which the class relates will no longer be performed.

### **VIII. OFFICIAL COPY OF CLASSIFICATION PLAN**

The Office of Human Resources Director shall have custody and maintain the master plan of all approved job classifications, which shall contain the date adopted, revised or amended.

### **IX. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 09/20/00



**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE II**

Title: **PAY PLAN**

**I. PURPOSE AND SCOPE**

To implement the Pay Plan Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy II, Pay Plan.

**III. AMENDMENTS TO THE PAY PLAN**

The Office of Human Resources Director shall make recommendations to the Board of County Commissioners through the County Manager for amendments to the pay plan when changes in responsibilities of work, economic conditions, prevailing wage rates, County financial conditions, or other economic considerations indicate a need for such action. Officials and appointing authorities may suggest amendments to the pay plan, providing adequate supportive data to the Office of Human Resources Director so an effective evaluation of the causes and conditions can be made to determine if the amendment is appropriate.

**IV. TRAINEE RATES FOR ORIGINAL APPOINTMENTS**

- A.** An employee receiving an original appointment to a position as a trainee shall be paid at a rate less than the minimum salary established for the position in accordance with an individual training and salary schedule which has been mutually agreed upon by the appointing authority and the Office of Human Resources Director.
- B.** The date the employee achieves the minimum salary under a training schedule shall establish the anniversary date for future progression within the salary range established for the position.
- C.** No such trainee employee shall be paid the minimum rate until the training has been satisfactorily completed.

**V. INTERN AND STUDENT RATES**

Students of recognized universities and colleges gaining practical, supervised experience through an approved internship program shall be paid a salary no higher than the minimum rate established for the entry level professional position for the field of work in the classification plan.

The student must meet the minimum qualifications of the job classification in order to be eligible for the minimum rate.

## **PAY PLAN PROCEDURE (continued)**

### **VI. SALARY INCREASES**

All requests for salary increases shall be processed through the Office of Human Resources for review and determination of compliance with County policies and procedures and, if appropriate, existing labor agreements.

#### **A. Cost of Living Adjustment (COLA):**

The economy performance, or cost of living adjustment, is to be set by the Board of County Commissioners pursuant to applicable economic indicators, trends by public and private employers in Brevard County and surrounding areas, and fiscal restraints established by budget adoption.

When a cost of living increase is implemented, the pay ranges will be adjusted accordingly.

#### **B. Merit Increases:**

1. The purpose of these increases is to recognize and reward those employees who meet or exceed their job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that the employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.
  - a. An employee will become eligible for consideration of a merit increase upon completing a minimum of twelve (12) months of service to the County in a Career Service position.
  - b. The amount and awarding of merit increases shall be determined by the County Manager. Such increases shall not exceed the limits prescribed by the Board of County Commissioners for the fiscal year.
2. The amount of any merit pay awarded shall be based on each employee's performance evaluation and shall not exceed the limits prescribed by the Board of County Commissioners for the fiscal year.
3. Performance evaluations are not subject to the grievance procedure.
4. Merit pay awards to employees at maximum of pay range will be in the form of a one-time, lump sum award and the amount will be based on the employee's annualized rate of pay at the time of the award. For full time employees this will be based on a 2080 hour work year, for part time employees the average work year, as certified by the appointing authority, will be utilized.

## **PAY PLAN PROCEDURE (continued)**

### **C. Pay Grade Adjustments:**

1. When the pay grade of an existing job class is changed, the salary of all employees in the affected class shall be adjusted as follows:
  - a. Employees whose pay grade has been adjusted upward shall have their salaries adjusted to the minimum of the new pay grade, where such an adjustment will result in a salary increase.
  - b. When an upward pay grade adjustment occurs, the employee's anniversary date shall remain the same.
  - c. When the pay grade of a job class had been adjusted downward, the employee may continue to receive his current salary. If the employee's salary is above the maximum established for the class, he/she may continue his current rate of pay but will not be eligible for a pay increase, except cost of living increase, until the maximum of the pay range exceeds the employee's rate of pay.
  - d. Should the effective date of a pay grade adjustment coincide with the date an employee has been approved for any other pay increase, the employee will first be adjusted into the new pay grade followed by the awarding of any other applicable increase.
  - e. In those instances where the total pay plan has been revised; implementation, adjustments, and changes to anniversary dates will be recommended to the Board by the County Manager.

### **VII. PAY UPON TRANSFER**

An employee who is transferred to another position in the same job classification or to another job classification with the same pay range shall not be eligible for a pay increase upon such transfer.

### **VIII. PAY UPON REEMPLOYMENT**

- A. An employee who receives reemployment appointment may, at the option of the appointing authority, be paid at a rate equal to his/her former pay, provided such rate is not less than the minimum or more than the maximum established for the class.
- B. A reemployed employee who is paid a rate equal to his/her annual salary, if such salary is above the minimum rate for the position, shall have their anniversary date for pay increases and leave accrual adjusted in the same manner as an employee returning from a leave of absence.

### **IX. PAY FOR TEMPORARY WORK - HIGHER CLASSIFICATION**

Any such temporary assignments shall not exceed six (6) months unless further extension is justified by the appointing authority and approved by the Office of Human Resources Director.

## **PAY PLAN PROCEDURE (continued)**

### **X. COMPENSATORY TIME**

- A.** Compensatory time will be earned at the employee's straight time rate if he/she is exempt from overtime or, if he/she is eligible for overtime, at an overtime rate consistent with the Fair Labor Standards Act. Accrual of compensatory time is subject to all the same criteria as eligibility for overtime payment.
  - B.** The decision to offer compensatory time shall be at the discretion of the employee's supervisor, with the approval of the appointing authority.
  - C.** The decision for a non-exempt employee to accept compensatory time in lieu of monetary payment shall be at the sole discretion of the employee and must be documented with a Compensatory Time Agreement.
  - D.** Once compensatory time has been earned, an employee may not request it be "cashed-in" for monetary payment at a later date.
  - E.** Non-exempt employees earning compensatory time in excess of the eighty (80) hour maximum at the end of a pay period shall be paid out for excess hours in accordance with the provisions of the Fair Labor Standard unless either:
    - 1. Excess compensatory leave time is permitted to be carried over to the next pay period with the approval of the supervisor (any excess compensatory time must be utilized during the subsequent pay period), or
    - 2. The maximum compensatory time accumulation is waived with the County Manager's approval (if in the best interest of the County) up to the FLSA maximum.
- Overtime exempt employees' excess compensatory time shall be removed at the end of the pay period unless either:
- 1. Excess compensatory leave time is permitted to be carried over to the next pay period with the approval of the supervisor (any excess compensatory time must be utilized during the subsequent pay period), or
  - 2. The maximum compensatory time accumulation is waived with the County Manager's approval (if in the best interest of the County) up to the FLSA maximum.
- F.** Scheduling use of accrued compensatory time shall be at the discretion of the appointing authority.
  - G.** Record Keeping: All Compensatory Time Agreements to accept compensatory time in lieu of cash payment for overtime eligible employees shall be in writing and should be signed by the employee prior to working the additional hours. All accrual and usage of compensatory time by employees shall be entered and maintained in the County's HR/Payroll system (SAP).

### **XI. PAY FOR LEADWORKER ASSIGNMENT**

Pay adjustments for leadworker responsibilities shall not affect the employee's anniversary date or eligibility for merit increases.

## **PAY PLAN PROCEDURE (continued)**

### **XII. INCENTIVE PAY**

- A. An employee due an increase in pay due to a promotion, merit increase, or other such reasons, shall first have the incentive deducted and then added back after the increase has been calculated.
- B. Incentive pay shall be discontinued whenever the employee loses the required certification, license, etc., or changes to a job classification where incentive pay does not apply.
- C. The awarding of incentive pay shall not affect the employee's anniversary date.

### **XIII. EFFECTIVE DATE OF PAYROLL CHANGES**

Requests changing an employee's pay rate, promotions, transfers involving a change of fund and/or account or similar actions must be submitted in time to be received by the Office of Human Resources no later than the effective date of the requested change.

All such changes, when approved, shall become effective at the beginning of a payroll period.

Failure to submit payroll changes on time may cause the action to become effective at the beginning of the next payroll period.

### **XIV. BUDGET LIMITATIONS**

All actions concerned with the payment of salaries and/or benefits in accordance with these rules shall be subject to adequate funds being available, and any limitations or exceptions as may be imposed by the Board of County Commissioners.

### **XV. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 04/27/10

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE III**

Title:       **RECRUITMENT, APPLICATIONS, EXAMINATIONS AND CERTIFICATIONS**

**I.    PURPOSE AND SCOPE**

To implement the Recruitment, Applications and Examinations Policy.

**II.   DEFINITIONS AND REFERENCES**

- A.    Merit System Policy III, Recruitment, Applications, Examinations
- B.    Florida Statute 119, Public Records
- C.    Administrative Order 26, Background Checks

**III.   ANNOUNCEMENT OF JOB OPPORTUNITIES**

- A.    All announcements shall specify the County is an equal opportunity employer.
- B.    Notices of promotional opportunities shall be circulated where they may be seen by all employees eligible and interested in promotion.
- C.    Nothing in this section shall prohibit the establishment of continuous recruitment and examination procedures for classes of recurring demand.

**IV.   CORRECTION OF EXAMINATION EVALUATIONS**

- A.    Individuals may appeal to the Office of Human Resources Director for a review and change in evaluation upon presentation of proof their application, and supporting documents, have been evaluated incorrectly.
- B.    Any such correction shall not invalidate any appointments previously made, or list of applicants already issued.

**V.    CONFIDENTIALITY OF EXAMINATION MATERIAL**

All examination and test material shall be regarded as privileged and confidential in accordance with Florida Statute 119.

**VI.   LISTS OF APPLICANTS**

- A.    The Office of Human Resources Director shall establish such lists for open positions as may be necessary to meet the needs of the Career Service. Depending upon the request of the Department Director, these lists will be either:

## **RECRUITMENT, APPLICATIONS, EXAMINATIONS & CERTIFICATIONS PROCEDURE (continued)**

1. a list of those eligible applicants who have been determined to be qualified for the open position by the examination or review process and found to possess the minimum required knowledge, skills and abilities defined for the job, or
  2. a list of applicants that have not been reviewed or examined for the minimum requirements of the job, but is provided to the department for their review and screening.
- B.** All list of applicants, as well as the respective Job Requisition and applications submitted, shall expire ninety (90) days after the posted closing date. Once the List of Applicants has expired, the hiring process cannot be completed utilizing the expired List of Applicants, unless specifically exempted by the Human Resources Director.
- C.** Where an appointing authority announces an additional vacancy in a classification which has, similar minimum qualifications, the Office of Human Resources may, at the appointing authority's request issue a list of applicants from the prior announcement, where such list is issued within ninety (90) days of the issuance of the original list of applicants.
- Where a vacancy occurs because an employee separates from County Service within ninety (90) days of his or her hire date, the Office of Human Resources may, at the appointing authority's request, issue a list of applicants from the original announcement.
- D.** Any permanent employee of the Career Service who has resigned in good standing may within a period of one (1) year request their name be placed on a list of applicants for the same class of position held at the time of separation.

### **VII. APPLICANT BACKGROUND CHECKS**

It is the responsibility of the appointing authority to conduct appropriate background checks of all applicants under final consideration for temporary or permanent positions using the guidelines of Administrative Order 26. Scope of job duties and job requirements shall be recognized and considered by the appointing authority in formulating the scope of each background investigation. Verification items to be considered include:

- A.** Employment history, wherein prior employment experience establishes the applicant's minimum qualifications for the position sought,
- B.** Validation of degree, licenses and certifications relating to the position sought,
- C.** Reference checks.

Upon a candidate being selected for final consideration, the appointing authority will provide to the Office of Human Resources a completed checklist of background checks conducted before an offer of employment is made.

## **RECRUITMENT, APPLICATIONS, EXAMINATIONS & CERTIFICATIONS PROCEDURE (continued)**

### **VIII. REMOVAL OF CANDIDATES FROM CONSIDERATION**

A candidate may be deemed ineligible for further consideration for any of the following causes:

- A.** Appointment to fill a position in the Career Service.
- B.** Refusal of an offer of appointment under conditions previously indicated as being acceptable by the eligible.
- C.** Failure to report to work after accepting appointment.
- D.** Inability to contact eligible at last known address or telephone number.
- E.** Discovery that the candidate lacks any of the announced minimum qualifications for the job classification.
- F.** Upon receipt of a request from the applicant.
- G.** Discovery that the eligible has willfully provided erroneous information, withheld information, evaded questions or otherwise misrepresented his qualifications in order to qualify for appointment and/or promotion.
- H.** Failure of a drug or alcohol test or refusal to submit to a drug or alcohol test shall disqualify the applicant from consideration for any position for a one (1) year period.

### **IX. LAY-OFF CANDIDATES**

- A.** Upon receipt of a valid job requisition and prior to issuing a List of Applicants, the Office of Human Resources Director, or designee, shall refer to the appointing authority for priority consideration the names of former Career Service employees who have been laid off and are eligible and available for reemployment. Such former employees shall be referred to any position for which they are qualified and willing to accept.
- B.** In addition to layoff candidates, the Office of Human Resources Director may issue a list of applicants including internal candidates or outside applicants.

### **X. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 03/26/2010



**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE IV**

Title:     **APPOINTMENTS**

**I.    PURPOSE AND SCOPE**

To implement the Appointments Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy IV, Appointments

**III.   REQUESTS TO FILL VACANCIES**

- A.   Whenever a vacancy in the Career Service is to be filled the appointing authority shall submit a job requisition to the Office of Human Resources requesting a list of applicants available for appointment.
- B.   Appointing authorities shall report actual or anticipated vacancies to the Office of Human Resources in sufficient time to permit adequate recruitment and establishment of Lists of Applicants.
- C.   When a new job class is required, the Office of Human Resources shall be notified in sufficient time to prepare the class description and amend the Classification and Pay Plan before the vacancy may be filled.
- D.   For some positions requiring special job related qualifications or conditions of employment, in addition to, or more specific than those defined in the classification description the appointing authority may request such special requirements are posted.
- E.   An appointing authority may request only internal candidates if circumstances dictate.
- F.   In order to promote upward mobility among County personnel, an Appointing Authority may request that a position be filled with a trainee. Any such request shall include a training program that has been approved by the Office of Human Resources.

**IV.   APPOINTMENTS FROM LISTS OF APPLICANTS**

- A.   Appointments shall only be made to positions in the County Service that have been established in accordance with the provisions of the County's personnel policies or other officially adopted procedures approved by the Board of County Commissioners.

## **APPOINTMENTS PROCEDURE (continued)**

- B.** Appointing authorities shall make appointments to established positions in the Career Service from the Lists of Applicants and in accordance with the procedures described thereon.

No permanent appointment shall take effect until the employee receives no less than a "Successful Performer" rating on the performance evaluation and is officially released from probationary status by the Appointing Authority.

### **V. LEADWORKER APPOINTMENT**

- A.** Assignment of leadworker responsibilities shall be approved by the respective Administrative Officer IV/V (working title: department office director) or appropriate level authority, and a description of the leadworker duties and responsibilities as well as the names and job titles of the workers in the group shall be furnished to the Office of Human Resources prior to leadworker assignment.
- B.** Employees assigned leadworker duties will continue to carry their classification title and will be designated as Leadworker on personnel forms.

### **VI. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE V**

Title: **PROBATIONARY PERIODS**

**I. PURPOSE AND SCOPE**

To implement the Probationary Periods Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy V, Probationary Periods

**III. TRAINING REQUIREMENTS DURING PROBATIONARY PERIODS**

New employees are required to attend all mandatory training classes and receive a satisfactory performance evaluation during their original probationary period (a minimum period of nine (9) months of continuous, uninterrupted service from the date of original appointment).

Employees who are rehired are required to attend all mandatory training classes during their probationary period, however, if the employee is rehired within two (2) years of his/her separation date, the employee will not need to retake any mandatory classes previously attended.

New employees who are appointed to a supervisory or managerial position must attend all classes in Phase III of the Employee Development Program during their original probationary period in addition to all mandatory training classes as described above. Employees already employed who are promoted to a supervisory or managerial position must attend all classes in Phase III of the Employee Development Program during their three (3) month probationary period. In addition, all employees who are appointed to a supervisory or managerial position must complete all three (3) phases of the Employee Development Program and obtain a certificate of completion within 24 months of being appointed.

Employees who are unable to complete the specified training requirements during their probationary period will have their probationary period automatically extended.

**IV. REEMPLOYMENT**

Any permanent employee of the Career Service who resigned in good standing and is rehired within a period of one (1) year request for the same class of position held at the time of separation may, at the discretion of the appointing authority, be required to serve a probationary period of no more than nine (9) months and no less than three (3) months.

**V. INTERRUPTION OF PROBATIONARY PERIOD**

Any approved paid leave or leave without pay of thirty (30) days or less shall not be considered as an interruption of service, however, any unpaid leave in excess of thirty (30) days shall extend an employee's probationary period by an amount equal to the leave taken.

## **PROBATIONARY PERIODS PROCEDURE (continued)**

### **VI. PROBATIONARY PERIOD FOR DEMOTIONS**

The appointing authority shall advise an employee demoted for disciplinary reasons if a new probationary period is to be served at the time of demotion.

### **VII. EXTENSION OF PROBATIONARY PERIOD**

Any extension of a probationary period shall be in writing with notice being furnished to the employee and a copy to the Office of Human Resources Director. Such notice shall state the reason for the extension and corrections required of the employee for permanent appointment.

### **VIII. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

05/11/2010

**BREVARD COUNTY**  
**MERIT SYSTEM PROCEDURES**  
**PROCEDURE VI**

Title:           **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**I.   PURPOSE AND SCOPE**

To implement the General Terms and Conditions of Employment Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy VI, General Terms and Conditions of Employment

**III.   OUTSIDE EMPLOYMENT AND ACTIVITIES**

A.   Prior to acceptance of supplemental employment, or engaging in activities as described in the policy, the employee shall request approval from the appointing authority in a form or manner as may be prescribed by the Office of Human Resources Director.

B.   Upon receipt of a request, the appointing authority shall determine whether such employment or activity is inconsistent, incompatible, or conflicts with the employee's duties and responsibilities, and shall either approve or disapprove the request. Newly hired employees shall declare any supplemental employment or other outside activities at the time of initial employment.

**IV.   RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96

**BREVARD COUNTY**  
**MERIT SYSTEM PROCEDURES**  
**PROCEDURE VII**

Title:       **HOURS OF WORK**

**I.    PURPOSE AND SCOPE**

To implement the Hours of Work Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy VII, Hours of Work

**III.   SCHEDULED HOURS OF WORK**

A.    Each appointing authority, subject to approval of the County Manager, or his designee, shall establish the scheduled hours of work for employees within his/her unit. To be considered full time positions, such hours shall not be less than the minimum hours of a normal workweek, and shall, as far as practical, be uniform for employees in the same unit assigned the same duties.

B.    The Office of Human Resources shall be furnished a schedule of hours for use in recruitment of new employees.

**IV.   NORMAL WORK DAY AND WORK WEEK**

When the operational and service needs of the County require a work schedule different from the normal work week described above, the appointing authority or his designee is authorized to change or adjust any work schedule upon receiving approval from the County Manager, or his designee.

**V.    OVERTIME**

A.    Except for emergencies all overtime must be approved in advance by the appointing authority or a subordinate supervisor; if such authority to approve overtime has been specifically delegated.

B.    It is the responsibility of the appointing authority to ensure accurate records of all hours, including overtime, worked are maintained.

**VI.   RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96

**BREVARD COUNTY  
MERIT SYSTEM POLICIES  
PROCEDURE VIII**

Title:       **HOLIDAYS**

**I.     PURPOSE AND SCOPE**

To implement the Holidays Policy.

**II.    DEFINITIONS AND REFERENCES**

Merit System Policy VIII, Holidays

**III.   ELIGIBILITY FOR HOLIDAY PAY**

In order to be eligible for holiday pay an employee must be in a paid employment status or work a regularly scheduled workday immediately before or immediately after the holiday period. Newly hired employees must have worked a regularly scheduled workday immediately before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay. Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status.

**IV.    HOLIDAY PAY**

Employees will be compensated for holidays on the basis of their regular straight time rate, not to exceed a normal workday. Employees whose normal workweek exceeds forty (40) hours will be compensated for holidays on a pro rata basis. Overtime exempt employee working shifts of 24 hours on duty and 48 hours off duty will be compensated for holidays in the amount of 11.2 hours per holiday.

Holiday pay shall be awarded for the day the holiday is observed which may not necessarily be the same day as the official holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on a Sunday will normally be observed on the following Monday.

**V.     HOLIDAY LEAVE ACCRUAL**

When holiday leave is accrued, an employee must utilize those accumulated hours within eleven (11) months of the leave time accrual.

**VI.    PERSONAL HOLIDAY**

The Personal Day holiday shall be awarded the first pay period ending in January of each year and must be used during the calendar year in which it is awarded.

**VII.   RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

4/24/2009

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE IX**

Title:     **LEAVE**

**I. PURPOSE AND SCOPE**

To implement the Leave Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy IX, Leave

Family and Medical Leave Act of 1993

**III. ANNUAL AND SICK LEAVE ACCRUAL**

FULL-TIME EMPLOYEES:

- A. Annual and sick leave accrual shall occur on a bi-monthly basis. Accruals will occur at the end of those pay periods that include the 15<sup>th</sup> of the month and the end of the month, for 24 pay periods per year.
- B. For purposes of calculation, new employees shall begin to earn both annual and sick leave as of their first full pay period that includes the 15<sup>th</sup> or end of the month.
- C. In the event of separation from the County Service, the employee must be in a pay status on the last regularly scheduled working day in order to receive credit for that bi-monthly accrual period.

PART-TIME EMPLOYEES:

- A. Annual and sick leave accrual shall occur each pay period based on the actual hours for which the employee is paid (i.e., hours worked, leave hours and holiday hours).

**IV. USE/PAYMENT OF ANNUAL LEAVE**

- A. All requests for annual leave must be approved in advance by the employee's supervisor unless such advance notice is waived by the supervisor. Supervisors will notify the employee well in advance of the date in which the employee intends to start leave as to whether or not the leave is authorized.
- B. The appointing authority may deny use of annual leave if advance notice has not been received or when such absence would interfere with the work schedule. (See Policy IX.II.M; Family & Medical Leave Act of 1993, for exceptions to this part.)
- C. Employees shall have their annual leave charges based upon hours absent from their regular work schedule.



## **LEAVE PROCEDURE (continued)**

- D.** Periods of annual leave may be charged in minimum units of one-quarter (1/4) hour. A period of leave is defined as a time frame in which the employee does not return to work.
- E.** An appointing authority may, upon reasonable notice, require an employee to schedule and use any part of his/her accrued annual leave for vacation purposes at the convenience of, and the effective operation of, the unit.
- F.** In the event an employee is prevented from performing his/her regular duties for short periods of time due to break down of equipment, power failure, or other non-disciplinary reasons beyond the control of the employee and when there is no other work the employee can be assigned to temporarily, such employee may, upon request, use any unused annual leave for the period of such absence, unless placed on layoff.
- G.** Should an official holiday occur while an employee is on approved annual leave, the holiday shall not be charged against the employee's leave balance.
- H.** Terminal annual leave pay shall not exceed the maximum accrual carried over from the prior year plus any annual leave earned and accrued during the calendar year in which the termination occurs.

### **V. USE/TRANSFER/PAYMENT OF SICK LEAVE**

- A.** Periods of sick leave may be charged in minimum units of one-quarter (1/4) hour. A period of leave is defined as a time frame in which the employee does not return to work.
- B.** Sick leave may not be authorized or used for the following purposes:
  - 1. Vacation, personal business, or in place of annual leave.
  - 2. Child care or housekeeping services.
- C.** Notification and Proof of Illness:
  - 1. The employee or his/her representative shall be responsible for notifying his/her supervisor as early as possible on the first day of absence and subsequent days for continued absences. Failure to provide timely notice may be cause for denial of sick leave pay for the period of time.
  - 2. The appointing authority is responsible for determining that sick leave is properly authorized and used in accordance with these rules. (See Policy IX.II.M, Family & Medical Leave Act of 1993, for special provisions.)
  - 3. The employee may be required to furnish written medical certification, authorize the release of medical information, or submit to a physical examination when;
    - a. the illness of the employee necessitates an absence of four (4) or more consecutive workdays,
    - b. requested by the appointing authority to verify the need to use sick leave, or

## **LEAVE PROCEDURE (continued)**

- c. there is reason to doubt the employee is able to perform all of the duties of the position.
- 4. Use of sick leave for false claims of illness, injury or exposure to contagious disease; or falsification of proof to justify payment of sick leave shall be cause for denial of sick leave pay and/or disciplinary action, including dismissal.
- D. Sick leave may be restricted when use of sick leave is for an extended period of time or appears to be abused due to any of the following;
  - 1. an employee being absent due to illness of four (4) or more consecutive days,
  - 2. the taking of sick leave as soon as it is earned,
  - 3. by repeated absences the day before or the day after a holiday or the employee's scheduled day off,
  - 4. use of sick leave on a day or days for which annual leave was requested and denied, or
  - 5. when an employee who has had at least six (6) periods of leave usage in the preceding twelve (12) months is absent for one (1) or more days. Sick leave usage for which competent proof of necessity is provided or where the supervisor has actual knowledge that the employee was injured or sick, will not be considered in the accumulation of six (6) periods. A period of sick leave usage shall be defined as one (or a portion thereof) or more consecutive days in which an employee is in paid sick leave status or leave without pay status due to an injury or illness.
- E. During sick leave restriction, an employee may be required to furnish competent proof of the necessity of such absence and/or may, at the County's expense, be required to be examined by a County designated physician or nurse practitioner. If an employee fails to provide competent proof when requested, or fails to submit to an examination when requested, the employee may be charged leave without pay and may be disciplined.

## **VI. DONATIONS TO SICK LEAVE**

- A. Sick time usage by the employee in need will be monitored at the end of each pay period so a surplus of donated time is not accrued. All surplus donated time not used will be returned to the donating employee(s).
- B. The supervisor of the employee in need is responsible for maintaining the necessary sick time donation log to prevent a surplus of donated time.
- C. The supervisor of the employee in need is also responsible for certifying to the Office of Human Resources that the conditions of Policy IX.II.E, Donations to Sick Leave, have been met as well as the names, social security numbers and amounts to be donated by each employee donating annual leave to the disabled employee.

## **LEAVE PROCEDURE (continued)**

### **VII. SICK LEAVE INCENTIVE**

Each Director will provide the Office of Human Resources with the names of those employees entitled to an award of annual leave for meeting sick incentive requirements.

### **VIII. EMERGENCY LEAVE**

#### **A. Proof of Emergency:**

Each employee requesting and receiving paid emergency leave shall be required to furnish evidence of the nature of the emergency leave and the name and relationship of the immediate family member who might be involved. Such evidence includes a physician's statement, death certificate, newspaper report, or any other document establishing the relationship and nature of the emergency. If none of these documents is available the Director may submit to Finance a memorandum attesting to the circumstances.

#### **B. Emergency leave shall not be accumulated, carried over, or paid to any employee upon termination from the County Service.**

### **IX. ADMINISTRATIVE LEAVE**

#### **A. Jury and Court Leave:**

If a required Court appearance interrupts the employee's normal sleep period, the appointing authority may grant the employee administrative leave equal to the loss but not to exceed eight (8) hours. Any such leave must be taken immediately after the employee is released by the Court.

#### **B. Leave for Job Interviews or Brevard County Service Employment Tests:**

Any such leave shall be scheduled at the convenience of the employee's work unit.

### **X. MATERNITY LEAVE**

#### **A. Disabilities arising out of pregnancy, childbirth, and recovery therefrom shall be treated the same as other non-job-connected disabilities in terms of eligibility for sick leave or leave of absence.**

#### **B. Absences during pregnancy and following childbirth may be charged to annual leave whether the employee is disabled or not.**

#### **C. Absences during pregnancy and following childbirth shall not be charged to sick leave unless the employee has been certified by a physician as being medically unable to perform her duties and then only for the period she continues to be disabled.**

#### **D. A Career or Appointive Service employee who requests a maternity or paternity leave of absence without pay for a period of up to six (6) months for childbirth, recovery, and/or child rearing following birth or adoption must do so in advance and be approved by the appointing authority. (See Policy IX.II.M; Family & Medical Leave Act of 1993 for special provisions.)**

## **LEAVE PROCEDURE (continued)**

- E.** An employee who fails to return from an approved maternity or paternity leave of absence shall be considered to have abandoned his/her position and shall be terminated from the County Service.

### **XI. LEAVES OF ABSENCE WITHOUT PAY**

#### **A. Authorization:**

1. Upon receipt of the written request of a County Service employee on a form prescribed by the Office of Human Resources Director, the appointing authority may authorize a leave of absence without pay for up to six (6) months subject to the limitations and conditions provided herein.
2. Normally leaves of absence will not be granted to an employee who has not completed a probationary period, however, an exception may be considered to meet extraordinary situations where it appears to be for the good of the service.

#### **B. Employee Rights:**

1. Once a leave of absence has been granted the employee shall be entitled to return to his/her former position or similar position with like pay provided the employee can meet current qualification standards, is able to perform all of the required duties, and provided the position has not been abolished.
2. If the position has been abolished and no similar position is available under the same appointing authority, a Career Service employee shall be placed on an eligible register for a similar position for a period of up to one (1) year. (See Policy IX.II.M, Family & Medical Leave Act of 1993, for exceptions to this part.)

#### **C. Limitations and Conditions:**

1. Except for medical leaves of absence any unused annual and sick leave shall remain on deposit and credited to the employee upon return to work. If the employee fails to return to work following a leave of absence, payments for unused annual and sick leave shall be made in accordance with Policy IX.II.B and Policy IX.II.D.
2. All leaves of absence without pay, exceeding thirty (30) days, shall be deducted from the employee's length of service record for pay and leave accrual purposes.
3. Employees may not use a leave of absence to try out for another position outside the County Service.
4. An employee who fails to return to work following the expiration date of a leave of absence may be dismissed from his/her position.
5. Employees on Military Leave of Absence shall have their benefits and conditions of employment adjusted in accordance with applicable, state and federal laws.

## **LEAVE PROCEDURE (continued)**

### **D. Medical Leave of Absence:**

1. Should an employee become unable to perform normal duties because of an illness or injury the appointing authority may require the employee to furnish a medical report describing the nature of the disabling condition and probable date the employee can resume normal duties. In the absence of such a report the employee may be required to submit to a medical examination by a physician named and paid for by the Department or Office. Failure to provide the requested information or refusal to submit to a medical examination or treatment may be grounds for dismissal.

### **E. Leave Without Pay of Less Than 31 Calendar Days:**

1. Any leave without pay of less than 31 calendar days may be granted or denied at the unilateral discretion of the appointing authority to any employee of the County Service. (See Policy IX.II.M, Family & Medical Leave Act of 1993, for exceptions to this part.)
2. All other conditions of this section (Leaves of Absence Without Pay) shall apply except that:
  - a. Leaves without pay (of less than 31 calendar days) will not be deducted from the employee's length of service record for pay and leave accrual purposes.
  - b. If an employee has appropriate paid leave balances available the appointing authority may require the employee to use such paid leave before entering leave without pay status.

## **XII. FAMILY & MEDICAL LEAVE ACT (FMLA) OF 1993**

### **A. Employee Responsibilities**

1. When the necessity for leave under this section is due to the serious health condition of the employee or eligible family member and is foreseeable based on planned medical treatment, the employee shall:
  - a. Make a reasonable effort to schedule the treatment so as not to unduly disrupt work operations.
  - b. Provide the appointing authority at least thirty (30) days notice before the leave is to begin, except that if the date treatment is to begin requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.
2. In any case where the necessity for the leave is foreseeable based on an expected birth or placement of a child with the employee, the employee shall provide the appointing authority with at least thirty (30) days notice before the leave is to begin. If the birth or placement requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

## **LEAVE PROCEDURE (continued)**

3. When the necessity for leave under this section is due to a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of contingency operations, the employee shall give reasonable and practicable notice.

### **B. Conditions and limitations**

1. The employee may not take leave on an intermittent or on a reduced leave schedule unless the employee and the appointing authority agree otherwise or unless certified as medically necessary.
2. When leave is to be taken due to the serious health condition of the employee or an eligible family member or when leave is to be taken on a intermittent or reduced leave schedule due to medical necessity, certification of the health care provider will be required. The County reserves the right to require, at the County's expense, the opinion of a second health care provider designated or approved by the County. Should the first and second opinions conflict, the County reserves the right to require, at the County's expense, the opinion of a third health care provided designated or approved jointly by the County and the employee. The opinion of the third health care provider shall be final.
3. To be sufficient the certification must state;
  - a. the date on which the serious health condition commenced,
  - b. the probable duration of the condition, and
  - c. the appropriate medical facts within the knowledge of the health care provider regarding the condition.
  - d. When leave is to be taken related to an impending call to active duty or order to active duty, the employee shall provide certification that the servicemember is on active duty or has been called to active duty. When leave is taken for the purpose of caring for an injured servicemember, qualifying certification shall also be provided.
4. If an employee requests leave on a intermittent or reduced leave schedule, the appointing authority may require the employee to transfer to an available equivalent alternative position which better accommodates such schedule.
5. When determining an employee's entitlement to a total of twelve weeks of FMLA leave during any twelve (12) month period, a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave shall be utilized.
6. An employee's entitlement of up to twenty six (26) weeks of FMLA Leave during a single twelve (12) month period for the employee, who is the spouse, child, parent or "next of kin" to care for an injured servicemember includes any other FMLA leave taken during the (12) month period.

## **LEAVE PROCEDURE (continued)**

### **XIII. TIME RECORDING ADJUSTMENTS**

Where the employee records sick leave, but sufficient accrued sick leave is not available, such time will be charged first to accrued compensatory leave if available, then accrued annual leave if available, and finally leave without pay.

Where the employee records annual leave, but sufficient accrued annual leave is not available, such time will be charged first to accrued compensatory leave if available, and then as leave without pay.

### **XIV. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE X**

**Title: PROMOTIONS, TRANSFERS AND DEMOTIONS**

**I. PURPOSE AND SCOPE**

To implement the Promotions, Transfers and Demotions Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy X, Promotions, Transfers and Demotions

**III. PROMOTIONS**

**A.** No employee shall be deemed eligible for a promotion whose last performance evaluation rating was "Needs Improvement."

**B.** Promotional examinations may consist of any, all or a combination of the following:

1. Evaluation of training and experience;
2. Performance examination;
3. Written examination;
4. Length of time in present classification;
5. Oral board examination;
6. Any other applicable criteria which will fairly measure the relative abilities of individuals competing in examinations.

**C.** Release of Promoted Employees:

Employees promoted to positions in another unit shall be released to the unit within a reasonable time, normally not to exceed two (2) weeks. In unusual emergency or hardship situations an extension may be granted at the discretion of the Office of Human Resources Director with the concurrence of the appointing authorities.

**D.** Temporary Promotions:

1. An employee may be assigned to a higher level position as a non-competitive promotion on a temporary basis for a period of up to 180 days.
2. Competition procedures must be used when the temporary promotion is expected to exceed 180 days or when making the temporary promotion permanent.



## **PROMOTIONS, TRANSFERS AND DEMOTIONS (continued)**

3. An employee selected for a temporary promotion must be informed of the conditions and circumstances of the temporary promotion, including assurance of return to the employee's regular position upon completion of the temporary assignment.
4. A temporary promotion may be extended up to an additional ninety (90) days for good and sufficient cause such as inability to locate a candidate for permanent appointment or unforeseen delays in meeting the temporary need.
5. Temporary promotions shall not be used for trial periods before permanent promotions or to train persons for higher level positions.

### **IV. TRANSFERS**

Employees with work records which are marginal or do not meet expectations will not receive an interdepartmental transfer without the specific approval of the appointing authority in the gaining unit.

### **V. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE XI**

Title: **EMPLOYEE PERFORMANCE EVALUATION**

**I. PURPOSE AND SCOPE**

To implement the Employee Performance Evaluation Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy XI, Employee Performance Evaluation

A rating of "Needs Improvement" shall mean a non-supervisory employee who has three (3) or more factors rated as 1 (one); a supervisory employee who receives two (2) or more factors rated as 1 (one); or any employee who receives an overall rating of 1.99 or below.

**III. ANNUAL AND SEMI-ANNUAL, INFORMAL EVALUATIONS**

Employees shall receive an annual performance evaluation, which shall become a permanent part of the employee's official personnel file. Upon an employee filing a timely grievance, no performance evaluation shall be placed in the employee's departmental or official Human Resources personnel file until all steps of the grievance procedure have been completed. Upon completion of the grievance process, only such performance evaluations that have been upheld or modified shall be placed in the employee's departmental and/or official Human Resources personnel file. Additionally, an employee shall be entitled to a six month informal performance evaluation which shall not become a permanent part of the employee's permanent personnel file.

**IV. EVALUATORS**

Where an employee's supervisor changes, the employee shall have the right to request that no performance evaluation be conducted until the supervisor has actually supervised the employee for a minimum period of three months. In such cases, the employee's latest annual performance evaluation shall remain in full force and effect until a new evaluation is completed.

**V. SPECIAL EVALUATIONS**

If an employee receives rating at the "Needs Improvement" level, and is not dismissed, the supervisor shall work with the employee in an effort to bring performance up to required levels. In such instances the employee shall have his/her performance reevaluated at least every sixty (60) days until the performance has improved to at least the "Successful Performer" level or the employee is removed from the position.

## **EMPLOYEE PERFORMANCE EVALUATION PROCEDURE (continued)**

### **VI. REVIEW OF PERFORMANCE EVALUATIONS**

Performance evaluations which result in an overall evaluation score of 4.50 to 5.0 ("Exceptional Performer) or 1.99 or below ("Needs Improvement") shall require an additional review at the Manager level or higher up to the Department/Office Director level.

### **VII. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE XII**

Title:     **DISCIPLINARY ACTIONS**

**I.    PURPOSE AND SCOPE**

To implement the Disciplinary Actions Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy XII, Disciplinary Actions

**III.   RESPONSIBILITIES**

- A.   First-line supervisors and middle managers are responsible for monitoring the conduct and job performance of employees under their jurisdiction.
- B.   Administrative Officer IV/V (working title: department office directors) are responsible for instructing and monitoring their supervisors and middle managers in the formulation of conduct and job performance standards and the administration of discipline.
- C.   The Office of Human Resources Director is responsible for monitoring all disciplinary actions in the County to ensure that basic employee rights are protected and to ensure that appropriate and consistent action has been taken.

**IV.   PROGRESSIVE DISCIPLINE ADMINISTRATION**

**A.    Verbal Counseling:**

- 1.   Verbal Counseling should consist of the supervisor verbally reminding or cautioning the employee concerning his/her behavior or work performance and counseling the employee on how to improve.
- 2.   The Supervisor should make a written record of the counseling session.

**B.    Written Reprimand:**

- 1.   A written warning (reprimand) should be used when the verbal counseling has not resulted in a satisfactory change in conduct or when verbal counseling is deemed insufficient for the offense.
- 2.   A written reprimand should include the following information:
  - a.   Reference to recent verbal counseling or similar violations if germane to the reason for verbal counseling.
  - b.   Specific charge of misconduct with reference to the County or departmental rules or a supervisory order.

## **DISCIPLINARY ACTIONS PROCEDURE (continued)**

- c. Warning regarding management's course of action if violations occur in the future.
- d. The supervisor's signature.
- e. The employee's signature and date acknowledging receipt of the reprimand. The employee's signature does not imply agreement. If the employee refuses to sign the written reprimand, it should be noted and witnessed.

### **C. Suspension:**

- 1. A suspension should be used as a disciplinary action when a written reprimand has not resulted in a satisfactory change in the employee's conduct or written reprimand is deemed insufficient for the offense.
- 2. Before completing or processing a suspension, unless deemed to be in the immediate and best interest of County government, the appointing authority must conduct a pre-disciplinary hearing as provided in section V of this Procedure.
- 3. The suspension document should contain the following information:
  - a. Reference to previous disciplinary actions if germane to the reason for suspension.
  - b. Specific charge of misconduct with reference to a violation of County or departmental policies or a supervisory directive.
  - c. Warning regarding management's course of action if a violation occurs in the future.
  - d. The date of the pre-disciplinary hearing and any pertinent information brought forward at that hearing.
  - e. Reference to employee's rights to grieve or appeal.
  - f. The supervisor's signature.
  - g. The appointing authority's signature.
  - h. The employee's signature and date which acknowledges receipt of the suspension document. The employee's signature does not imply agreement and refusal to sign should be noted and witnessed.

### **D. Demotion, Reduction in Pay and/or Placement on Disciplinary Probation:**

- 1. These should be used when other forms of discipline have not resulted in a satisfactory change in an employee's work performance are deemed inappropriate for the offense.

## **DISCIPLINARY ACTIONS PROCEDURE (continued)**

2. Before completing or processing a notice of demotion, reduction in pay and/or placement on disciplinary probation, the appointing authority shall coordinate such action with the Office of Human Resources Director and conduct a pre-disciplinary hearing as provided in section V of this Procedure.

The demotion, reduction in pay and/or placement on disciplinary probation notice should contain the following:

- a. Reference to previous disciplinary action(s) if germane to the reason for demotion, reduction in pay and/or placement on disciplinary probation.
- b. Specific area(s) of non-performance or charge of misconduct with reference to a violation of County or departmental rules or a supervisory order.
- c. Warning regarding management's course of action for future violation(s).
- d. Employees placed on disciplinary probation shall receive written notice that they are not entitled to use the Merit System (or Bargaining Unit, if applicable) grievance processes if terminated while on disciplinary probation.
- e. The date of the pre-disciplinary hearing and any pertinent information brought forward at that hearing.
- f. Reference to the employee's appeal rights.
- g. The supervisor's signature.
- h. The appointing authority's signature.
- i. The employee's signature and date, which acknowledges receipt of the document. The employee's signature does not imply agreement and failure to sign should be noted and witnessed.

### **E. Dismissal:**

1. A dismissal is initiated when all previous disciplinary actions have failed to bring a satisfactory change in conduct or when lesser action is deemed insufficient for the offense.
2. Before completing or processing the notice of dismissal, the appointing authority shall obtain the concurrence of the next appropriate level of administration (usually the Department Director) and the County Attorney's Office, after conducting a pre-disciplinary hearing as provided in section V of this Procedure.
3. The dismissal document should contain the following information:
  - a. Reference to previous disciplinary action(s) if germane to the reason for dismissal.
  - b. Specific charge of misconduct with reference to a violation of County or departmental policies or a supervisory directive.
  - c. The date of the pre-disciplinary hearing and any pertinent information brought forward at that hearing.

## **DISCIPLINARY ACTIONS PROCEDURE (continued)**

- d. Reference to employee's right to appeal.
- e. The appointing authority's signature.
- f. The concurring director's signature.
- g. The employee's signature and date, which acknowledges receipt of the dismissal document. The employee's signature does not imply agreement and failure to sign should be so noted and witnessed.

### **V. PRE-DISCIPLINARY HEARINGS**

#### **A. Scheduling:**

When the appointing authority has determined that an employee's actions may require discipline above a written reprimand, a pre-disciplinary hearing will be scheduled and the employee will be notified in writing at least 24 hours in advance. The notice should include a description of the pending charges (the decision of what action will occur is not provided).

Prior to conducting a pre-disciplinary hearing, which may result in termination of employment, the appointing authority shall review the proposed pre-disciplinary notice with the County Attorney's Office and obtain their concurrence.

#### **B. Conducting Hearings:**

1. At the pre-disciplinary hearing, the appointing authority:
  - a. Confirms that the employee has a copy of the charges;
  - b. Explains the charges and the type of disciplinary action being contemplated;
  - c. Provides the employee with an opportunity to offer any contrary evidence, explanation, and/or comments.
2. After the employee leaves the hearing, management discusses and decides upon the appropriate disciplinary action. The employee shall be notified of the decision pursuant to section IV of this Procedure.

#### **C. Postponement of Hearings:**

Hearings may be postponed, rescheduled or continued on a different date under reasonable circumstances.

Employees who fail to appear or fail to reschedule their pre-disciplinary hearing will forfeit this right; however, they retain any right to grieve or appeal the disciplinary action as otherwise provided in Merit System Policies or applicable labor agreements.

### **VI. SUMMARY ACTION**

In the event that an appointing authority (or designee) concludes that immediate imposition of disciplinary action is necessary for public interest or safety, discipline may be taken summarily. The employee is informed to leave the work site and is later contacted to report to a disciplinary hearing.

## **DISCIPLINARY ACTIONS PROCEDURE (continued)**

### **VII. RECORD-KEEPING**

Upon an employee filing a timely grievance, no disciplinary action shall be placed in the employee's department or official Human Resources' personnel files until all steps of the grievance procedure have been completed. Upon completion of the grievance process, only such disciplinary actions that have been upheld or modified shall be placed in the employee's departmental and/or official Human Resources' personnel file.

### **VIII. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

4/24/2009



**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE XIII**

Title: **EMPLOYEE GRIEVANCES AND APPEALS**

**I. PURPOSE AND SCOPE**

To implement the Disciplinary Actions Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy XIII, Employee Grievances and Appeals

**III. GRIEVANCES**

**A. General Provisions:**

1. A Career Service employee may file a grievance concerning a suspension without pay, placement on disciplinary probation, demotion or involuntary reduction in pay before the grievance committee if the grievance is not satisfactorily resolved at the supervisory level up to and including the Administrative Officer IV. In the event the Office of Human Resources Director determines that the Grievance Committee does not have jurisdiction to hear a particular grievance, and in the event the employee disagrees with that determination, the Office of Human Resources Director shall submit the proposed grievance to the Grievance Committee for a decision on whether the Grievance Committee has jurisdiction to hear that particular grievance matter.
2. Employees serving a probationary period are ineligible to file grievances.
3. Performance Evaluations shall not be subject to this grievance procedure.
4. A grievance not submitted within the time limits prescribed for each step shall be considered untimely and deemed null and void. A grievance not advanced to the next step within established time limits shall be considered as settled on the basis of the last answer provided by management. A grievance not answered within the time limits prescribed for the appropriate management representative shall entitle the employee to advance the grievance to the next step. Such advancement must be made no later than ten (10) working days following the date an answer was due.
5. The time limits set forth in each step may be extended for good and sufficient reason by management due to illness, vacation, work schedule, emergencies, or other unusual circumstances, or when deemed in the best interest for assessment of all available information to arrive at an equitable solution to the grievance. Should a time limit be extended the employee will be so advised and be notified of a date as to when a reply will be provided.

## **EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)**

6. When a grievance is submitted in writing in accordance with section C of the grievance procedure it shall contain the following minimum information:
  - a. a complete statement of the grievance and the facts upon which it is based;
  - b. the names of any witnesses who can provide supportive or relative information;
  - c. the specific rule, policy or procedure alleged to have been violated, or the reason a disciplinary action is considered to be unjust;
  - d. and, the desired remedy or solution requested.
7. In the event the written grievance does not contain all of the above information the appropriate supervisor has the right to return it to the grievant to supply the required information. The grievant would then have seven (7) working days to return the written grievance with the completed information.

### **B. Grievance Committee:**

1. Grievance Committee members shall be selected and serve in accordance with the following procedure:
  - a. Each Administrative Officer V shall appoint one (1) supervisory and two (2) non-supervisory employees from their department/office to serve as a grievance committee member.
  - b. Regular grievance committee members will be selected by lot drawing for each grievance as required. The remaining appointees shall serve as alternate committee members. Members of the grievance committee will not be from the same office.
  - c. No member of the grievance committee may be from the same department or division as the employee filing the grievance.
  - d. New appointees shall be selected in the same manner, during the month of December, for the new year's term.
2. The Office of Human Resources Director, or his designee, shall act as permanent secretary to the Grievance Committee and be responsible for notifications of interested parties, the keeping of official files and rendering advice on personnel policies and procedures.
3. All meetings, investigations and hearings related to grievance reviews shall be conducted during normal working hours, whenever possible. All participants in Grievance Committee activities shall be granted administrative leave with pay. Members of the Grievance Committee shall be granted reasonable travel allowances when grievance hearings require travel outside the member's official duty station.

## EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)

### C. Grievance Procedure Steps:

1. For a grievance concerning terms or conditions of employment or discipline up to a written reprimand:

**Step 1:** Within ten (10) working days of the occurrence of the incident from which the grievance arose, the employee shall discuss the complaint with his/her immediate supervisor. Discussions will be informal for the purpose of settling the problem in the simplest and most direct manner. The immediate supervisor shall make appropriate inquiries and take appropriate actions to resolve the problem, when indicated, or provide the employee with a verbal answer within seven (7) working days.

**Step 2:** If the grievance is not settled at the first step, or a reply has not been received within seven (7) working days, the employee may submit a written grievance to the Administrative Officer IV/V (working title: department/office director) within seven (7) working days.

The Administrative Officer IV/V shall conduct a hearing on the grievance within ten (10) working days of receipt of the written grievance and provide the employee a written reply no later than ten (10) working days following the hearing. The decision rendered by the Administrative Officer is final and non-appealable.

2. For a grievance concerning suspension without pay, demotion or involuntary reduction in pay:

**Step 1:** Within ten (10) working days of the occurrence of the incident from which the grievance arose, the employee shall discuss the complaint with his/her immediate supervisor. Discussions will be informal for the purpose of settling the problem in the simplest and most direct manner. The immediate supervisor shall make appropriate inquiries and take appropriate actions to resolve the problem, when indicated, or provide the employee with a verbal answer within seven (7) working days.

**Step 2:** If the grievance is not settled at the first step, or a reply has not been received within seven (7) working days, the employee may submit a written grievance to the Administrative Officer IV/V within seven (7) working days.

The Administrative Officer IV/V shall conduct a hearing on the grievance within ten (10) working days of receipt of the written grievance and provide the employee a written reply no later than ten (10) working days following the hearing.

If the matter is resolved at Step 2, it will be so acknowledged by the employee on the written grievance form.

**Step 3:** If the grievance is not settled by the Administrative Officer, the employee may request in writing to the Office of Human Resources Director for the grievance to be reviewed by the Grievance Committee within seven (7) working days of receiving the written reply. Such requests shall be accompanied by all facts and information concerned with the grievance and the written replies given thereto.

## EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)

Within 30 days after receipt of a written request for review, the Office of Human Resources Director shall present the grievance before the Grievance Committee. Postponements of a hearing before the Grievance Committee will be allowed only for cause. The Grievance Committee shall, within ten (10) working days, following a review or hearing, render its findings and advisory recommendations to the County Manager.

The County Manager will weigh the findings and recommendations of the Grievance Committee, and within ten (10) working days, notify the parties, through the Office of Human Resources Director, as to his decision. The decision of the County Manager shall be final. When the County Manager disregards the advisory recommendations of the Grievance Committee, he shall provide his reasoning in writing to the grievant.

### 3. For a grievance concerning disciplinary probation:

**Step 1:** Within ten (10) working days of the occurrence of the incident from which the grievance arose, the employee shall submit a written grievance to the Administrative Officer IV/V.

The Administrative Officer shall conduct a hearing on the grievance within ten (10) working days of receipt of the written grievance and provide the employee a written reply no later than ten (10) working days following the hearing.

If the matter is resolved at Step 1, it will be so acknowledged by the employee on the written grievance form.

**Step 2:** If the grievance is not settled by the Administrative Officer, the employee may appeal the grievance in writing to the Office of Human Resources Director for the grievance to be reviewed by the Grievance Committee within fifteen (15) working days of receiving the written reply.

Such requests shall be accompanied by all facts and information concerned with the grievance and the written replies given thereto.

Within thirty (30) days after receipt of a written request for review the Office of Human Resources Director shall present the grievance before the Grievance Committee. Postponements of a hearing before the Grievance Committee will be allowed only for cause. The Grievance Committee shall, within ten (10) working days, following a review or hearing, render its' findings and advisory recommendations to the County Manager.

The County Manager will weigh the findings and recommendations of the Grievance Committee, and within ten (10) working days, notify the parties, through the Office of Human Resources Director, as to his decision. When the County Manager disregards the advisory recommendations of the Grievance Committee, he shall provide his reasoning in writing to the grievant. The decision of the County Manager shall be final except if the County Manager disregards the advisory recommendations of the Grievance Committee. In such case, the grievant may appeal the County Manager's decision to the Personnel Council.

## **EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)**

### **4. For a grievance concerning dismissal:**

Any grievance regarding dismissal of a Career Service employee shall be appealed directly to the Personnel Council.

## **IV. APPEALS**

### **A. Notice of Action:**

1. Each employee of the Career Service shall be provided written notice by the appointing authority involving any action of dismissal.
2. Such notice shall advise the employee of his/her right of appeal as provided under this section.
3. A copy of all such notices shall be provided to the Office of Human Resources Director.

### **B. Right of Appeal:**

1. Any employee who has achieved permanent status in the Career Service shall have the right to appeal to the Personnel Council any dismissal by the appointing authority by whom he/she is employed.
2. Any employee in the County Service who believes he/she has been suspended, demoted, denied promotion or dismissed because of political opinion or affiliation, religious beliefs, race, color, sex, gender, marital status, national origin, ancestry, age or disability which does not preclude the performance of the essential functions of the job, with reasonable accommodations provided as necessary, shall have right of appeal to the Personnel Council.
3. Any candidate for appointment to the County Service who is denied examination, certification or appointment because of political opinion or affiliation, religious beliefs, race, color, sex, national origin, age or physical disability not related to employment performance shall have the right of appeal to the Personnel Council.

### **C. Procedures for Filing Appeals:**

1. A Career Service employee may submit an appeal directly to the Personnel Council on actions taken by management resulting dismissal. Any such notice of appeal must be in writing and received by the Office of Human Resources Director no later than ten (10) working days from the date the employee was officially notified of management's action. Official notice shall be the date the employee was provided written notice of the adverse action or the date such notice was delivered to the employee's last known address.
2. Any individual wishing to appeal to the Personnel Council incidents of alleged discrimination in their efforts to secure appointment to the County Service, shall specify in writing the desire to appeal within ten (10) business days from the date the individual was notified of the appointing authority's action. Such appeals shall include the date, time, place, name(s) of person's involved and specific act of discrimination.

## **EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)**

3. The notice of appeal shall be on a form as prescribed by the Office of Human Resources Director and shall contain a concise and brief statement of facts showing why the appellant is entitled to relief.
4. Upon receipt of an appeal which is found to be in order in accordance with the provisions of this section the Office of Human Resources Director shall notify the appellant and the appointing authority accordingly.
5. The Office of Human Resources Director shall make all necessary arrangements for the appeal to be heard by the Personnel Council.
6. Any Career Service employee who appeals the decision of the County Manager concerning placement on disciplinary probation, must file a notice of appeal form with the Office of Human Resources Director within ten (10) working days of receipt of the decision of the County Manager. The Office of Human Resources Director shall then forward the written record of the grievance, including the findings and recommendations of the Grievance Committee, and the written decision of the County Manager, to the Personnel Council. The Personnel Council shall then make a written decision on whether to uphold the County Manager's decision, to uphold the Grievance Committee's recommendation, or to make an order which modifies the County Manager's decision.

### **V. PROCEDURES FOR HEARING APPEALS**

#### **A. Hearing Dates:**

The Office of Human Resources Director shall establish a time, date and place for hearings and provide appropriate written notice to the parties concerned.

#### **B. Postponements:**

1. Once the date for the proceedings has been fixed, the appellant or appointing authority may file a written request for postponement with the Chairman of the Personnel Council, through the Office of Human Resources Director, citing circumstances which prevent attendance on the scheduled date. Any request for postponement must be made at least 24 hours prior to the hearing date.
2. The Chairman of the Personnel Council shall consider the request on its merit and may grant a postponement if extenuating circumstances are present.

#### **C. Quorum:**

A quorum shall consist of no less than three (3) Personnel Council members. No hearing shall take place in the absence of a quorum.

#### **D. Conduct of the Hearing:**

1. The Chairman of the Personnel Council, or in his/her absence the Vice Chairman, shall preside at all hearings. In the absence of both, the Chairman and the Vice Chairman, the quorum shall select one (1) member of the body as Acting Chairman for the conduct of the hearing.

## **EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)**

2. All parties shall abide by the decisions of the chairman except in the event another member of the Personnel Council objects to a decision concerning the admission of evidence; then the issue will be settled by majority vote of the Personnel Council.
3. The chairman shall open the hearing by;
  - a. stating the nature and purpose of the proceedings,
  - b. introducing and identifying for the record all interested parties,
  - c. defining the issue or issues, and
  - d. explaining the manner in which the hearing will be conducted.
4. Each party shall have the right to be accompanied by or represented by counsel at their own expense.
5. Each party shall be given an opportunity to make an opening statement if they desire. Such opening statement shall be restricted solely to the facts the party expects to prove.
6. Any member of the Personnel Council may direct questions to any party at any time during the proceedings.
7. Each party may object to clearly irrelevant material and shall have the right to examine or cross-examine witnesses but technical compliance with the rules of evidence will not be necessary.
8. The chairman shall allow the appellant and the appointing authority, or their representative, to make a closing statement if they desire.

### **E. Rules of Evidence:**

1. Each party shall be responsible for proving their case by competent substantial evidence.
2. Evidence may be in the form of oral testimony of witnesses, signed affidavits or statements, or introduction of pertinent documents, materials or equipment.
3. Testimony of witnesses may be under oath or affirmation.
4. The chairman of the Personnel Council shall be responsible for admittance of evidence and control of testimony.
5. The Personnel Council may request additional documentary evidence which it considers relevant or the recall of witnesses when the need for additional testimony is indicated.
6. Documentary evidence introduced and accepted by the Personnel Council will be labeled or numbered for proper identification into the record.

## **EMPLOYEE GRIEVANCES & APPEALS PROCEDURE (continued)**

### **F. Record of the Hearing:**

1. Stenographic notes and/or a mechanical record shall be kept of all hearing procedures.
2. A verbatim account of the hearing will not be transcribed unless requested in advance of the hearing by one of the parties, and if paid for by the requesting party.
3. Either party shall have the right to have the proceedings recorded by a court reporter at their own expense.

### **VI. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 02/26/03



**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE XIV**

Title:       **SEPARATION FROM COUNTY SERVICE**

**I.    PURPOSE AND SCOPE**

To implement the Separation From County Service Policy.

**II.   DEFINITIONS AND REFERENCES**

Merit System Policy XIV, Separation From County Service Policy

**III.   LAYOFFS**

A.    In the event the appointing authority determines an individual is an essential employee, but said individual has a past employee performance which would make him subject for layoff within this class, the appointing authority must submit a written request to the Office of Human Resources Director in order to retain such individual. Such request shall contain a description of the specific skills, knowledges and abilities possessed by the employee and why the individual is an essential employee. Such request must be approved by the County Manager prior to the date another individual in the same class with a better past employee performance is separated from County service as a result of layoff.

B.    Employees shall be laid off without prejudice as layoff is not considered a disciplinary action.

**IV.   RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96

## **ATTACHMENT “B” – JOB DESCRIPTIONS**

TRANSIT SERVICES DIRECTOR

**CHARACTERISTICS OF THE CLASS:** Under the general direction of the Assistant County Manager, performs skilled administrative work in planning, directing and coordinating the County's public transit services. Supervision is given to subordinate supervisors and clerical staff.

**EXAMPLES OF DUTIES:** (NOTE: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans, coordinates and supervises the work of subordinate supervisors in providing transit services. Develops program policies and procedures. Develops annual and five year budget parameters.

Coordinates transit programs with federal, State, County and local agencies and officials. Represents Brevard County at federal and State agency meetings.

Negotiates contracts for transit services provided by the department. Negotiates contracts with the private sector to provide services to Brevard County, including vehicle maintenance and vanpools. Coordinates activities of contracted services; monitors and assures contract compliance by all contractors.

Directs the preparation of federal and State grants; ensures compliance with all federal and State grant regulations, such as departmental EEO, ADA and DBE programs.

Directs the department's Drug and Alcohol Testing Program in accordance with the Federal Transit Administration.

Represents Brevard County transit service to individuals, local agencies, and the general public, in order to develop a positive public image.

Keeps abreast of State and federal legislation and regulations that impact public transit. Keeps current with "state of the art" in public transit service delivery and finance. Directs preparation of required federal, State and County reports.

Performs related work as required.

TRANSIT SERVICES DIRECTOR

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Transportation Management or closely related field

PLUS

three (3) years of responsible management experience in a transit operation.

Additional qualifying education and/or experience which provides the necessary knowledge, skills or abilities may be substituted one for the other on a year for year basis.

SPECIAL REQUIREMENTS:

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

KNOWLEDGE, SKILLS AND ABILITIES: (NOTE: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of transit operations.

Thorough knowledge of federal, State and local regulations and laws pertaining to public transit.

Good knowledge of grant administration and acquisition.

Good knowledge of safety factors as they pertain to transit operations.

Good knowledge of accounting procedures and practices.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to negotiate business matters effectively.

Ability to establish and maintain effective working relationships.

Management and supervisory ability.

Good knowledge of Microsoft Office, SAP and related software.

PHYSICAL REQUIREMENTS: Work is mainly sedentary.

Revised effective 06/23/05; supersedes CD#5102 titled Transit Services Director dated 3/90.

Reviewed: ~~03/06~~ 08/06

SCAT MANAGER OF OPERATIONS

CHARACTERISTICS OF THE CLASS: Under the administrative direction of the Transit Services Director, performs skilled administrative work in directing and coordinating the operation of transit programs throughout the county. Supervision is given to professional, technical and clerical staff.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Manages and coordinates County bus and transit related operations and programs. Develops comprehensive policies and procedures for operations and programs. Coordinates and directs all procurement, inspection and deliveries of SCAT public transit vehicles.

Recruits and selects staff members. Supervises subordinate managers. Conducts staff training, workshops and meetings. Reviews all disciplinary actions taken in the division.

Manages and coordinates County bus maintenance operations and programs. Develops comprehensive policies and procedures for vehicle maintenance and programs. Prepares Requests for Proposals for the procurement of fleet maintenance services for the department.

Manages and maintains all SCAT facilities, building and grounds, including the preparation of Requests for Proposals for the procurement of necessary services to maintain SCAT facilities.

Reviews programs and activities offered for all the facets of the bus and related operations.

Attends and contributes to various meetings and committees.

Prepares reports on status, special projects and matters involving bus and related operations.

Coordinates uniform methods of operations.

Corresponds to various individuals, groups and business on matters related to bus operations.

Recommends and implements new and innovative organizational and program changes within operations.

Presents programs incorporating oral and visual displays to community groups and organizations.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or closely related field.

Plus:

Five (5) years of progressively responsible experience in Transit operations, including four (4) years in a responsible management position.

Additional qualifying education and/or experience, which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

SCAT MANAGER OF OPERATIONS

**SPECIAL REQUIREMENTS:** Must possess or obtain within one (1) year of employment, an appropriate valid Florida Commercial Driver's license, including appropriate endorsements. Must successfully complete a defensive driving course within 30 days of hire. Must have, or receive within 30 days of hire, certification in basic first-aid and Cardio-Pulmonary Resuscitation (CPR). Must complete an Affidavit of Good Moral Character at time of interview. Must also pass a Florida Department of Transportation physical. Must be able to successfully complete a criminal, driver's license and a personal background investigation conducted by Brevard County and or other agency.

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

~~This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations~~

**KNOWLEDGE, SKILLS, AND ABILITIES:** (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of the principles and practices of bus operation, maintenance, and transit management.

Thorough knowledge of the procedures, policies, codes and laws involved in transit operations.

Thorough knowledge of motor vehicles and automotive mechanical equipment.

Thorough knowledge of dispatch procedures and equipment.

Thorough knowledge of driving techniques and laws.

Good knowledge of management techniques, including budgeting and personnel management.

Ability to manage permanent, part time, and volunteer staff.

Ability to coordinate, schedule, and implement bus routes and vehicle maintenance.

Ability to objectively evaluate applicant driving ability.

Ability to schedule, coordinate and supervise the work of others.

Ability to plan utilization of service vehicles.

Ability to communicate effectively, both orally and in writing.

Ability to conduct training.

Ability to establish and maintain effective working relationships.

Ability to coordinate and direct a variety of programs, activities and staff.

Management and supervisory ability.

Good knowledge of Microsoft Office and related software.

**PHYSICAL REQUIREMENTS:** This is light physical work.

**WORK ENVIRONMENT:** Work has occasional exposure to dirt, grease, noise, and weather extremes

Reviewed effective 06/23/05; supersedes CD# 5104 titled SCAT Manager of Operations and Maintenance

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

FINANCE OFFICER

**CHARACTERISTICS OF THE CLASS:** Under administrative supervision, performs skilled professional work planning, maintaining, coordinating and analyzing the budget, financial and accounting functions of highly complex Departments. Supervision is given to subordinate staff.

**EXAMPLES OF DUTIES:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Prepares, monitors, analyzes and controls the annual budget, computerized financial information systems and other financial records for the departments. Complies with County, State, and federal fiscal reporting requirements.

Develops, reviews, modifies and administers financial programs, accounting systems and financial internal control systems. Provides accounting and financial expertise and professional assistance when advising Department Directors on complex accounting problems, future programs and financial implications involved in policy decisions and strategic planning.

Coordinates major financial planning and control for new construction including cost estimating, tracking and bond issue fiscal accountability.

Prepares grant applications; submits invoices and billings; prepares progress and financial reports; and closes out grants, as required. EEO/DBE Compliance Officer for Transit Grants.

Reconciles budget information with County Finance and other departments verifying expenditures and outstanding balances.

Projects, monitors and analyzes revenue streams to ensure that adequate funding is available for current and future expenditures and debt service requirements. Examines and verifies all operating revenues and capital expenditures.

Develops and maintains rate structures used for department charges and fees; evaluates adequacy of current rate structures.

Prepares, analyzes and interprets financial reports, statistical statements, summaries and special reports from accounting or financial data. Prepares and analyzes records on cost utilization.

Coordinates accounting activities and supervises the work of subordinate staff to ensure the timely and accurate: collection of accounts receivable; billing of deposits, connection and/or usage fees; and reporting of financial transactions. Ensures work schedules/projects proceed on schedule. Resolves complicated customer related problems.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

FINANCE OFFICER

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or a closely related field PLUS four (4) years of professional accounting experience including two (2) years in a supervisory capacity.

Additional qualifying experience and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

SPECIAL REQUIREMENTS: Must obtain a valid Florida Operator's License prior to employment.

Certification as a Certified Internal Auditor or Certified Public Accountant is desired.

In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of standard accounting principles, practices, theories and procedures.

Thorough knowledge of professional financial accounting functions; such as, bond issues, revenue projection, complex and strategic planning, and the development of financial internal control systems.

Thorough knowledge of the laws, rules and regulations controlling budgetary record-keeping for County Government.

Thorough knowledge of personal computer software applications used in maintaining and analyzing fiscal data.

Good knowledge of the legal, administrative and procedural regulations applicable to the area of assignment.

Ability to apply accounting principles and practices to the maintenance and analysis of fiscal and accounting records of a highly complex nature.

Ability to analyze complex financial problems and implement methods of correction.

Ability to establish and maintain documentation, appropriate files and financial records.

Ability to prepare complete financial reports of considerable complexity.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships.

Ability to direct and supervise the work of others.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Class description created effective 12/01/05.



## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT OPERATIONS PROGRAM MANAGER

**CHARACTERISTICS OF THE CLASS:** Under the general direction of the Transit Services Department Manager of Operations, performs skilled service work supervising the activities of Brevard County's Bus Operations Department. Work includes supervision of drivers, oversight of bus operations at a terminal, scheduling drivers and routes, and customer service.

**EXAMPLES OF DUTIES:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises vehicle operations and Vehicle Operators assigned to bus operations.

Driver discipline and performance evaluations.

Accident investigation and reports.

Customer comment research and resolution.

Hiring process, including processing applications, interviews, and hiring recommendations.

Organizing and promoting events like Bus Roadeo, Awards Banquet, driver meetings, holiday luncheons.

Making presentations at public meetings and workshops, and driver meetings.

Monitoring route and time schedules for safe and efficient operation. Make route change and improvement suggestions.

Ensures that paperwork is accurately completed and that revenues are properly handled.

Ensures that established routes, safety guidelines, State laws, County regulations, policies and procedures, and department rules are followed.

Inspects vehicles periodically to ensure equipment operates safely and efficiently.

Monitors and collaborates with contracted maintenance operations.

Monitors budget to ensure operations expenditures are within the established parameters.

Performs related work as required.

**REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** Six (6) years of progressively responsible experience in operational management and/or scheduling of passenger transportation vehicles or a closely related field.  
OR:

Five (5) years of experience operating a bus as a Brevard County SCAT Vehicle Operator.

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT OPERATIONS PROGRAM MANAGER

Additional qualifying education or experience which provides the necessary knowledge, skills, and abilities may be substituted one for the other on a year to year basis.

SPECIAL REQUIREMENTS:

Must possess prior to or obtain within the first six (6) months of employment a valid Commercial Florida Driver's license Class "B" with a "P" endorsement. Must successfully complete a defensive driving course within 30 days of hire. Must have, or receive within 30 days of hire, certification in basic first-aid and Cardio-Pulmonary Resuscitation (CPR).

Must complete an Affidavit of Good Moral Character at time of interview. Must also pass a Florida Department of Transportation physical. Must be able to successfully complete a criminal, driver's license and a personal background investigation conducted by Brevard County and or other agency.

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Supervisory/Management ability.

Customer Service ability.

Thorough knowledge of motor vehicles and automotive mechanical equipment.

Thorough knowledge of dispatch procedures and equipment.

Thorough knowledge of driving techniques and laws.

Ability to plan utilization of service vehicles.

Ability to coordinate, schedule, and implement bus routes and vehicle maintenance.

Ability to objectively evaluate applicant driving ability.

Ability to schedule, coordinate and supervise the work of others.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Good knowledge of Microsoft and related software.

PHYSICAL REQUIREMENTS: This primarily light physical work, occasional front line work in the vehicles may be required.

WORK ENVIRONMENT: Work has occasional exposure to dirt, noise, and weather extremes.

Revised effective 02/20/13; supersedes CD# 5109 titled SCAT Operations Program Manager dated 06/05  
Reviewed: ~~03/06~~ ~~08/06~~, 02/13

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT CUSTOMER SERVICE SUPERVISOR

**CHARACTERISTICS OF THE CLASS:** Under the general direction of the Transit Services Director, performs skilled service work supervising the activities of Brevard County's Bus Operations Dispatch Section. Work includes scheduling routes and drivers, inspecting manifests, supervising and training the dispatchers.

**EXAMPLES OF DUTIES:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises customer service and vehicle dispatch operations. Monitors and evaluates the work of all assigned employees.

Develops and schedules bus route manifests. Coordinates route implementation. Makes route and schedule assignments and changes.

Ensures that manifests are accurately completed on-time, daily.

Prepares and submits applicant evaluations to the Department Director.

Rides and/or monitors bus operations and trails buses on all routes on a routine basis. Ensures that established routes, safety guidelines, State laws, County regulations and department rules are followed.

Investigates and respond to all customer service complaints and inquiries.

Supervises and monitors route schedules for safe and efficient operation.

Coordinates route and schedule changes in bus routes and operations to provide the safest and most economical routes for transporting passengers.

Coordinates with the Transit Services Operation Managers concerning major routing changes.

Monitors budget to ensure operations expenditures are within the established parameters.

Ensure that supervised staff maintains a high level work ability through county, and on-the-job training and through professional development opportunities.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT CUSTOMER SERVICE SUPERVISOR

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Four (4) years of experience in the operations and/or scheduling of passenger transportation vehicles or a closely related field

OR

three (3) years of experience as a Brevard County SCAT Vehicle Operator or Brevard County SCAT Dispatcher.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

SPECIAL REQUIREMENTS:

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan .

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of dispatch procedures and equipment.

Thorough knowledge of driving techniques and laws.

Ability to plan utilization of service vehicles.

Ability to coordinate, schedule, and implement bus routes.

Ability to objectively evaluate applicant dispatch and customer service ability.

Ability to schedule, coordinate and supervise the work of others.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Good Knowledge of Microsoft Office, Transportation scheduling, and related software.

Supervisory ability.

PHYSICAL REQUIREMENTS: This is light physical work.

WORK ENVIRONMENT: Work has occasional exposure to dirt, grease, noise, and weather extremes.

New effective 06/23/05; supersedes CD#5107 titled SCAT Customer Service Supervisor dated 08/03/2002.

Reviewed: ~~03/06~~ 08/06

SCAT OPERATIONS SUPERVISOR I

CHARACTERISTICS OF THE CLASS: Under the general direction of the Operations Manager, performs skilled service work supervising the operations of Transit Services – Space Coast Area Transit. Work includes supervising vehicle operators and ensuring service quality.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises vehicle operators and monitors service on a continuous basis. Coordinates the scheduling of assignments. Monitors and evaluates the work of all assigned employees. Does ride checks, evaluations and driver discipline. Ensures uniform standards compliance.

Monitors bus operations. Ensures that safety guidelines, State laws, County regulations and department rules are followed. Monitors on-time performance and route connections. Responds to and resolves customer comments.

Investigates accidents and incidents, and completes accident and supervisor's reports.

Ensures that operators complete paperwork accurately and that revenues are properly handled. Writes and edits various reports, correspondence and forms.

Interviews new driver candidates.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Three (3) years of experience in the operations, maintenance and/or scheduling of automotive or transportation equipment or a closely related field OR

two (2) years of experience as a Brevard County SCAT Vehicle Operator.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

SPECIAL REQUIREMENTS: Must possess or obtain prior to employment a valid Florida operators license. Must successfully complete a defensive driving course within 30 days of employment. Must have, or receive within 30 days of hire, certification in basic first-aid and Cardio-Pulmonary Resuscitation (CPR).

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT OPERATIONS SUPERVISOR I

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employees will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan. Must fill out and sign an Affidavit of Good Moral Character and successfully complete a criminal, a driver's license and personal background investigation conducted by Brevard County and/or other agency.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of motor vehicles and bus mechanical equipment.

Good knowledge of dispatch procedures and radio equipment.

Good knowledge of driving techniques and laws.

Ability to plan utilization of vehicles.

Ability to objectively evaluate driving ability.

Ability to schedule, coordinate and supervise the work of others.

Ability to clearly express ideas, both orally and in writing.

Ability to establish effective working relationships with other County employees and the public.

Supervisory ability.

PHYSICAL REQUIREMENTS: This is moderately physical work.

WORK ENVIRONMENT: Work has occasional exposure to dirt, grease, noise and weather extremes.

Revised effective 07/25/13; supersedes CD#5106 titled SCAT Operations Supervisor I dated 10/90.

Reviewed: 03/06 07/13

SYSTEMS CONTROL SUPERVISOR

CHARACTERISTICS OF THE CLASS: Under the specific direction of the Transit Services Division Director, performs skilled technical work directing the Paratransit intake and scheduling section, which includes working with grants, contracts and local option gas tax. Performs experienced technical work assisting Transit management in the use and selection of computer/communication systems and the corresponding equipment. Work involves installing and troubleshooting personal computer hardware, peripherals and software. An employee in this class is responsible for the overall operation of the Space Coast Area Transit (SCAT) computerized Paratransit management system, computer network system, and communications system.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Utilizes software and data within the computerized system to devise and prepare management information reports such as: cost analysis, cost projection, daily usage, trip manifest and section's reports.

Notifies the Finance Officer of problems. Trouble shoots and resolves, when possible, computer hardware, software, and communication problems. Identifies and assists in resolving Paratransit computer problems.

Makes presentations to local coordinating boards and other groups.

Analyzes capabilities and potential of software, hardware and communication systems and recommends present and future applications to Finance Officer.

Installs and de-installs personal computer/communication hardware and software. Repairs minor hardware malfunctions and gets vendor support for more complex problems.

Acts as liaison with vendors to assure compliance with vendor-customer agreements.

Performs related work as required.

SYSTEMS CONTROL SUPERVISOR

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Successful completion of two (2) years of college coursework in Computer Science, Information Systems or a closely related field at an accredited college or university [30 semester (45 quarter) hours = one year], plus two (2) years of experience installing and troubleshooting personal computer hardware, peripherals and software.

Additional qualifying education or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Experience utilizing management software in a major fleet management system is preferred.

SPECIAL REQUIREMENTS: In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of the operation of a scheduling software system. Thorough knowledge of the principles and practices in generating management information reports.

Good knowledge of personal computer operations and network server applications.

Good knowledge of the principles of cost analysis and cost projections.

Good knowledge of proper installation and de-installation procedures for personal computer hardware, peripherals and software.

Good knowledge of operation and basic repair of personal computer knowledge.

Some knowledge of various types of transit services.

Some knowledge of computer programming.

Ability to prepare and maintain accurate records and reports.

Ability to compile statistics and to prepare and interpret graphs.

Ability to develop and implement work flow procedures.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to do public speaking.

Ability to analyze and resolve hardware and software problems.

Ability to type.

Ability to supervise and direct the work of others.

Ability to keep abreast of innovations in personal computer, network and communication technology.

PHYSICAL REQUIREMENTS: This is mainly sedentary work. Some fieldwork required, riding with Paratransit operators and visiting user agencies.

Revised effective 07/27/05. Supersedes CD# 5115, titled Systems Control Supervisor, dated 2/21/94.

Reviewed: 03/06 08/06



BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT SCHEDULER

CHARACTERISTICS OF THE CLASS: Under routine supervision, performs paratransit reservations and route scheduling via manifest and telephone. Work involves maintaining contact with vehicle operators through a radio dispatch system and service providers throughout the county.

EXAMPLES OF THE DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Organizes all paratransit trip reservations, including the implementation of passenger management system. Coordinates with SCAT operations on the development of on-going, special and recurring routes and projects of the department and recommended modifications.

Answers all phone calls and radio transmissions. Inputs all data for paratransit route reservations and times into the computer.

Coordinate and schedule subscription trips with dialysis centers, nursing homes, rehabilitation centers and individual customers.

Review all trip reservations made by the dispatchers, prepare and distribute manifests to the operation staff at the terminals.

Prioritizes pick-up assignments, in immediate fashion, to respond to daily changing operational needs, such as late running, traffic problems, incidents, etc.

Provide back up support to the SCAT Radio Operators regarding daily radio transmission.

Operate the dispatch office in the absence of the Customer Service Supervisor.

Responds to all problems and concerns of drivers via the radio.

Must have clear, distinct speaking voice.

Good data entry skills. Performs typing on CRT.

Must be reliable and able to work under pressure and stress.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT SCHEDULER

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Three (3) years experience in public transportation reservations; or three (3) years experience in public transportation dispatching; or three (3) years experience operating a SCAT vehicle or other public vehicle.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Paratransit reservation and scheduling experience and knowledge of local geography is preferred.

SPECIAL REQUIREMENTS: Must complete an Affidavit of Good Moral Character at time of interview. Must be able to successfully complete a criminal, driver's license and a personal background investigation conducted by Brevard County and or other agency.

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations. ~~This position is an essential position during ESF#1 activation.~~

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Some knowledge of office equipment, practices and procedures.

Ability to receive, record, and transmit messages.

Ability to learn and schedule routes and schedules.

Ability to read maps and map indexes to give clear directions to achieve efficient use of manpower, fuels, and vehicles.

Ability to maintain requires records.

Ability to make timely decisions on routes and pickup times to serve the needs of the customers effectively.

Ability to work with the public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships.

Ability to speak clearly and concisely, with good diction.

Good knowledge of transit scheduling software.

PHYSICAL REQUIREMENTS: This is mainly sedentary work. Good hearing and diction and a clear speaking voice are required.

Revised effective 06/23/05; supersedes CD# 5112 titled SCAT scheduler dated 10/04.

Reviewed: ~~03/06~~ 08/06

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

PLANNING TECHNICIAN I

CHARACTERISTICS OF THE CLASS: Under routine supervision, performs experienced technical work in platting, traditional and/or computer drafting, cartography, and/or analyzing and researching data.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

~~Analyzes tax lists and legal descriptions for right of way, easements, bulkhead lines or other surveyed property. Updates and revises the Property Appraiser's and/or the County's maps.~~

~~Checks deeds and locates property on maps by section, township and range, records for ownership of property or dedications to the County.~~

~~Correlates and drafts information from surveys, maps deeds and aerial photographs into plats. Plats new deeds and rights of way.~~

~~Creates maps to show the location and orientation of landmarks; such as, land lines, property boundaries, roads, railroads, water areas, sewers, manholes and lateral sewage lines. Calculates square yards, acres or miles of surveys and other computations.~~

~~Digitizes information; such as, Property Appraiser's maps, parcel boundaries, seagrass densities on a computer. Transforms and warps maps in the computer. Ensures that the edges match on the map sections.~~

~~Binds and files right of way maps or utilities system maps. Operates blueprint machine. Operates a plotter to produce maps.~~

~~Provides technical expertise to other workers, inside and outside the work area.~~

~~May check maps produced by other staff for quality control.~~

Perform bus surveys to determine ridership usage on bus routes, analyzes and evaluates the data.

Maintains ridership records for Federal and State reports.

Analyzes and reviews bus routes to determine the most efficient route for the number of boardings per hour and per route.

Assist the department in conferring with County and Municipal officials and the general public in order to define mutual planning needs and to facilitate uniformity in developing plans and transit amenities.

Assists in presenting final reports to County authorities and the public. Answer questions concerning methods and results.

Assist in preparation and implementation of plans related to the area of assignment with municipalities, public and private agencies and other County agencies.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

PLANNING TECHNICIAN I

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Two years [60 semester or 90 quarter hours] of college level credit with major coursework in ~~Drafting, Cartography~~, Statistics, Geography or a closely related field  
OR

two (2) years of progressively responsible experience in ~~drafting, cartography or mathematical~~ technical data input and analysis.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of standard statistical principles and methods.

Good knowledge of drafting principles, techniques and methods.

Good knowledge of computer operations.

Good knowledge of maps and legal descriptions.

Ability to perform drafting assignments.

Ability to read and interpret a wide variety of maps, aerial photographs, survey notes, and other cartographic records.

Ability to present data in graphic, pictorial, tabular and written form.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS: In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Effective 10/90  
Classification Study

Reviewed: ~~03/06~~ 08/06

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ACCOUNTING TECHNICIAN

CHARACTERISTICS OF THE CLASS: Under general supervision, performs experienced paraprofessional work in maintaining and analyzing the accounts of a section of a department. This class differs from Accounting Clerk II in that the application of technical account keeping skills is required.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Inputs financial data in the County SAP financial system.

Counts money and records bank deposits, forwards data to County Finance.

Invoices all user agencies each month for accounts receivable.

Collects monies for Insufficient Funds Checks.

Verifies that all paperwork submitted by staff and/or vendors is complete and accurate before processing.

Performs calculations and posting of requisitions, purchase orders, bills and other such items to appropriate accounting records.

Answers complex, technical questions from staff and the public on area related to bus pass sales. Interprets County fiscal policies, ordinances, resolutions and guidelines.

Designs forms and reports to meet needs of the section. Utilizes personal computer to maintain operational records and spreadsheet reports.

Works closely with other agencies to resolve fiscal problems and coordinate financial activities.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ACCOUNTING TECHNICIAN

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Two (2) years [60 semester or 90 quarter hours] of college level credit with major coursework in Accounting, Finance, or closely related field,

PLUS

one (1) year of experience in an accounting, full charge bookkeeping system.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of accounting/bookkeeping procedures, principles, and techniques.

Good knowledge of personal computers including spreadsheet software.

Skill in operating personal computers and other office machines.

Ability to understand and utilize County fiscal systems and procedures.

Ability to prepare complete and accurate fiscal reports.

Ability to understand and utilize computer processing in billing data.

Ability to read and interpret technical data in the area of assignment.

Ability to make arithmetic calculations rapidly and accurately.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively.

Ability to direct the work of others.

SPECIAL REQUIREMENTS: In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employees will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Title and pay grade revised effective 4/25/92.

Class description revised effective 3/19/93.

Supersedes CD# 3120, titled Financial Specialist, dated 10/90.

Reviewed 12/09.

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE ASSISTANT TO DEPARTMENT DIRECTOR

**CHARACTERISTICS OF THE CLASS:** Under the specific direction of an Office or Department Director, performs skilled professional work assisting the Director in the operation, management and planning of the organization; coordinating meetings and agendas. Work includes planning and coordinating the administrative and office support functions necessary for the efficient operation of the Office or Department and serving as liaison to the subordinate sections and outside agencies. May supervise clerical staff.

**EXAMPLES OF DUTIES:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Accurately and clearly conveys directives, assignments, instructions and other information from management to staff as directed.

Appropriately resolves administrative problems by monitoring work flow processes, noting trends, formulating projections and making recommendations based on thorough analysis of technical and /or legal issues facing the organization.

Administers office functions for the Office or Department; such as, personnel actions, budget preparation and records control.

Develops, and participates in developing, the standard operating policies and procedures for the Office or Department. Monitors compliance and the effectiveness of the established policies and procedures. Interprets operating policies. Ensures the Directors are notified of new and changed County policies and procedures that affect their operations.

Coordinates collection of information for reports; such as, attendance records, employee terminations, new hires, transfers and budget expenditures. Prepares reports, including conclusions and recommendations for solutions of administrative problems.

Represents the Office or Department in meetings with County officials, community interest groups, civic organizations and other interested parties. Answers questions on and interprets policies, procedures and related Office or Department projects.

Assists in annual budget preparation and monitoring expenditures as needed. Provides administrative assistance to the Director in personnel management; such as, interviewing and hiring applicants, and disciplinary and performance evaluation procedures.

May monitor contracts and/or grants to ensure that contractors and/or County personnel are in compliance with established provisions and deadlines.

Prepares and reviews agenda requests and ensures that supporting documentation is included.

Independently procures and maintains necessary supplies, equipment, services and/or facilities through appropriate means such as soliciting bids, preparing and approving contracts and/or monitoring organizational needs.

Performs related work as required.

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE ASSISTANT TO DEPARTMENT DIRECTORREQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Office Management, Accounting, Political Science, English or a closely related field PLUS one (1) year of administrative experience.

Additional qualifying education and/or experience, which provide the necessary knowledge, skills and abilities, may be substituted one for the other on a year for year basis.

Experience or education in the area of assignment is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of the principles of management and their application to the administration of governmental affairs.

Good knowledge of research and report writing techniques.

Good knowledge of basic accounting principles and procedures.

Good knowledge of the principles of personnel management.

Good Knowledge of computer hardware and software, including word processing, data processing software, and the Internet.

Some knowledge of area of assignment, including trends and concerns.

Ability to monitor contracts and grants.

Ability to communicate effectively, both orally and in writing.

Ability to establish effective working relationships.

Ability to conduct research and prepare reports based on findings.

Ability to establish and maintain effective working relationships.

Ability to interpret policies and procedures.

Ability to analyze operations and recommend procedures to improve performance.

Ability to learn departmental policies and procedures.

Supervisory ability.

SPECIAL REQUIREMENTS: In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Revised effective 07/27/05; supersedes CD# Administrative Assistant to Department Director, dated 10/90.  
Reviewed 03/06 08//06



## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SECRETARY

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs skilled office and clerical work involving recurring and nonrecurring duties that require the use of complex procedures. Work requires the exercise of initiative, independent judgment and discretion in handling administrative details. This class differs from Office Assistant II in the level of decision-making, the level and variety of tasks performed and the responsibility for independently performing some administrative tasks.

**EXAMPLES OF DUTIES:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Serves as recording secretary at conferences and board or commission meetings; assembles and distributes agendas; takes and transcribes official minutes; prepares minutes in final form and distributes.

Keeps supervisor's appointment calendar and schedules appointments. Advises supervisor of appointments and meetings.

Establishes and maintains paper and/or electronic filing systems; maintains and updates office manuals.

Collects and organizes data from various sources for supervisor's use or for own use to prepare routine, periodic and special reports.

Examines and verifies statistical, technical and/or complex reports for completeness, accuracy, compliance with standards and discrepancies. Maintains and processes difficult statistical and specialized records relating to the operation of the unit.

May compile data for department's budget, making mathematical calculations and typing appropriate supporting documents

Keeps records of and reconciles bills, invoices and orders; maintains and monitors checking accounts, budgets, transactions, and other fiscal reports. Keeps inventory of office supplies and equipment and orders it.

Maintains and processes time sheets for staff.

Types correspondence, documents, budget transfers, reports, confidential, legal, technical, and/or statistical material, tables, forms, minutes, requisitions, and invoices from rough drafts, copy, transcribing machines, verbal instruction, established procedure, or own knowledge. May require editing and independent judgment on layout of the typing. Makes copies of same.

Composes and types correspondence requiring specialized knowledge of department's operations, policies and regulations for supervisor's signature. Follows up on correspondence sent to ensure that appropriate action has taken place. Processes incoming and outgoing mail.

Greets callers, handles complaints or problems, provides information, and applies knowledge to explain and interpret department rules, regulations and procedures.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

CD# 1524

SECRETARY

May supervise or assign work to subordinate personnel. May prepare or provide input into the preparation of performance evaluations.

Develops and, with supervisor's approval, implements new procedures to improve the processing of work.

Operates a typewriter, computer, transcribing machine, copy machine, scanner, calculator, fax machine, and microfilm equipment in the performance of duties.

Designs and modifies specialized computer applications using available software; such as, spread sheets, data base formats and forms.

Inputs data into a personal computer verifies data and generates reports.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Two (2) years of experience in clerical or secretarial work that includes experience with word processing software.

OR

six (6) months of experience as a Brevard County Office Assistant II.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

SPECIAL REQUIREMENTS: Must pass the Brevard County typing test at 35 correct words per minute.

In the event of a hurricane, major storm, natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of modern office practices, procedures, and equipment.

Good knowledge of standard clerical techniques.

Good knowledge of basic arithmetic, business English, spelling, rules of composition and grammar.

Good knowledge of telephone etiquette.

Knowledge of computer hardware and software, including word processing, data processing software, and the Internet

Skill in operating office machinery.

Ability to maintain files alphabetically, numerically, and categorically.

Ability to maintain records and logs.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to maintain confidentiality.

Ability to use independent judgment in interpreting and enforcing policies and procedures.

Ability to use discretion and judgment in carrying out administrative details.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

CD# 1524

SECRETARY

Ability to implement procedures to process work.  
Ability to establish and maintain effective working relationships.  
Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Revised effective 03/31/2010; supersedes CD# 1524 titled Secretary, dated 07/21/2005.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

DISPATCHER

CHARACTERISTICS OF THE CLASS: Under routine supervision, performs entry level office and clerical work in receiving, recording, screening, and dispatching messages via radio and telephone. Work involves maintaining contact with drivers through a radio dispatch system.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Answers all incoming telephone calls, takes all reservations for Contract and Paratransit trips, inputs all reservations in computer on correct route and in pickup order for each route daily.

Provide Public Transportation information to callers on the Bus Information Line.

Maintains and updates logs on location and availability of all vehicles at all times. Maintains and updates logs of all drivers and the routes they are assigned to.

Reports vehicle breakdowns to supervisor, arranges for backup unit at the scene; maintains log of breakdowns.

Responds to radio and telephone calls from drivers concerning problems. Reads maps and transmits directions to drivers by radio.

Computes mileage and passenger count for each route daily. Posts and maintains records of passenger no-shows.

Posts and maintains sick leave and annual leave records.

Performs typing on computer station.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Six (6) months of clerical experience.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Radio dispatching experience and knowledge of local geography is preferred

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

DISPATCHER

SPECIAL REQUIREMENTS:

All applicants must fill out and sign an Affidavit of Good Moral Character and must be able to successfully complete a criminal and personal background investigation conducted by Brevard County and/or other agency.

In the event of a Hurricane, major storm, natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Some knowledge of office equipment, practices and procedures.

Some knowledge of Window based computer software.

Ability to receive, record, and transmit messages.

Ability to read maps and map indexes to give clear directions to achieve efficient use of manpower, fuels, and vehicles.

Ability to maintain required records.

Ability to make timely decisions on routes and pickup times to serve the needs of the client effectively.

Ability to work with the public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships.

Ability to speak clearly and concisely, with good diction.

Ability to learn routes and schedules.

PHYSICAL REQUIREMENTS: This is mainly sedentary work. Good hearing and diction and a clear speaking voice are required.

Revised Effective 08/04/05; supersedes CD# 1543 titled Dispatcher, dated 10/90.

Revised ~~03/06~~ 08/06

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT RADIO OPERATOR

CHARACTERISTICS OF THE CLASS: Under routine supervision, performs entry-level office and clerical work in receiving, recording, screening, and dispatching messages via radio and telephone. Work involves maintaining contact with vehicle operators through a radio dispatch system.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Answers all radio transmission. Inputs all data for paratransit route times and mileage into the computer. Answers incoming telephone calls for cancellations and drivers line. Informs vehicle operators of buses that are assigned to them. Reports vehicle accidents and breakdowns to the supervisor/ leads and mechanics, and arranges for a backup vehicle.

Prioritizes pick-up assignments, in immediate fashion, to respond to daily changing operational needs, such as late running, traffic problems, incidents, etc.

Controls direction and pick-up order of customers.

Maintains a record of all no-shows. Maintains an accurate log of all accidents, breakdowns, and operators' times. Must read maps skillfully and accurately relay directions to the vehicle operators.

Control all incoming radio communications during breakdown and incidents.

Responds to all problems and concerns of drivers via the radio.

Must have clear, distinct speaking voice.

Good data entry skills. Performs typing on CRT.

Must be reliable and able to work under pressure and stress.

Performs related work as required.

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT RADIO OPERATOR

REQUIREMENTS:

EDUCATION AND EXPERIENCE: One (1) year experience operating a SCAT vehicle or other public vehicle; OR one (1) year experience in public transportation dispatching; OR one (1) year experience in public transportation reservations.

Additional qualifying education and/or experience, which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Vehicle operation experience and knowledge of local geography is preferred.

SPECIAL REQUIREMENTS: Must complete an Affidavit of Good Moral Character at time of interview. Must be able to successfully complete a criminal, driver's license and a personal background investigation conducted by Brevard County and or other agency.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

In the event of a hurricane, major storm, or natural or man made disaster that may threaten the area, all employee's will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Some knowledge of office equipment, policies and procedures.

Ability to receive, record, and transmit messages.

Ability to read maps and map indexes to give clear directions to achieve efficient use of manpower, fuels, and vehicles.

Ability too maintain required records.

Ability to make timely decisions on routes and pickup times to serve the needs of the client effectively.

Ability to work with the public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships.

Ability to learn routes and schedules.

Ability to operate transit scheduling software.

PHYSICAL REQUIREMENTS: This is mainly sedentary work. Good hearing and diction and a clear speaking voice are required.

Reviewed effective 06/23/05; supersedes CD# 5118 titled SCAT Radio Operator dated 10/90.

Reviewed: ~~03/06~~ 08/06

## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT VEHICLE OPERATOR III

CHARACTERISTICS OF THE CLASS: Under the routine supervision of the SCAT Manager of Operations or Area Operations Manager, performs skilled service work in the operation of a large public transportation vehicle designed to carry sixteen (16) or more passengers.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Drives vehicle to assigned pickup and delivery points.

Operates mechanical devices on the vehicle, such as doors and wheelchair lifts. Assists persons in and out of the vehicle and loads any packages. Collect fares from passengers for transportation to delivery point.

Informs Operations Supervisor or Operations Manager promptly of vehicle or schedule problems. Notifies the Radio Operator of problems with the vehicle or route while on the road by means of a radio system or telephone.

Prior to the operation of the vehicle, the employee will be required to perform a pre-trip inspection to ensure all safety related and operational equipment is in sound working order.

Prepares logs, forms and reports on the ridership and operations of the assigned vehicles.

Conforms to applicable vehicle safety laws, procedures, ordinances and policies.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: One (1) year of experience driving a passenger bus which is at least 35 feet in length or twenty-four (24) months driving a non-passenger vehicle greater than 35 feet in length that requires a CDL license to operate.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.



## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SCAT VEHICLE OPERATOR III

**SPECIAL REQUIREMENTS:** Must possess or obtain, prior to employment, an appropriate valid Florida Commercial Driver's license Class "B" with a "P" endorsement. Must successfully complete a defensive driving course within 30 days of hire. Must have, or receive within 30 days of hire, certification in basic first-aid and Cardio-Pulmonary Resuscitation (CPR).

All applicants must fill out and sign an Affidavit of Good Moral Character. Applicant will be required to successfully pass a Florida Department of Transportation physical. Applicant must be able to successfully complete a criminal, a driver's license and personal background investigation conducted by Brevard County and/or other agency.

In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, all employees will be required to assist in the performance of essential functions as described in the Brevard County Emergency Management Plan.

This position is a safety sensitive position as defined by the Federal Transit Administration's Drug and Alcohol Testing regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:** (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Good knowledge of traffic and other regulations governing the operation of transit buses.

Good knowledge of the hazards involved and the safety precautions necessary in the operation of large motor vehicles.

Ability to keep legible records.

Ability to operate a passenger bus up to 40 feet in length.

Ability to read and understand road maps.

Ability to establish and maintain effective relationships with a broad spectrum of the population, especially the elderly and disabled.

Ability to effectively communicate verbally with the public and other employees.

**PHYSICAL REQUIREMENTS:** This is moderately physical work.

Revised: 03/01/10; supersedes CD# 5125 titled SCAT Vehicle Operator II dated 10/90 and 06/23/05.