10-2-1975

Juvenile Welfare Board Meeting : 1975 : 10 : 02 : Minutes

Juvenile Welfare Board of Pinellas County.

Follow this and additional works at: https://digital.usfsp.edu/jwb_meetings

Recommended Citation
https://digital.usfsp.edu/jwb_meetings/389

This Other is brought to you for free and open access by the Juvenile Welfare Board of Pinellas County at Digital USFSP. It has been accepted for inclusion in Junior Welfare Board Agendas/Minutes by an authorized administrator of Digital USFSP.
JUVENILE WELFARE BOARD

Regular Meeting - October 2, 1975

PRESENT: Dr. Robert E. Coleman, Jr., Chairman; Mrs. Stephen D. Mullins, Vice Chairman; Judge John S. Andrews; Mrs. H. W. Holland; Judge Robert F. Michael; and Chaplain Moses Stith. Also present: Dr. Raymond L. Edwards, Executive Director; Mrs. Mary L. Broadwater, Administrative Secretary; Mr. William M. Markman, Business Administrator; and Mr. Frank P. Glackin, Attorney at Law.

Dr. Coleman called the meeting to order and acknowledged the attendance of Judge John S. Andrews, the second of the two Circuit Court Judges presently serving as juvenile judges and therefore the ninth member of the Juvenile Welfare Board.

Dr. Coleman requested Chaplain Stith to offer a prayer.

Dr. Edwards was requested by Dr. Coleman to act as secretary in the absence of Mrs. Eckert.

MOTION Approval of Items Without Exception

Judge Michael moved, and Mrs. Mullins seconded a motion which carried to approve the items without exception as follow:

A. Salaries: as budgeted for October on completion of satisfactory service; a one-step (5%) cost-of-living increment for Juvenile Welfare Board (non-PACER) employees operating under the Juvenile Welfare Board Personnel Practices and License Board employees; a one-step (5%) cost-of-living increment for Juvenile Welfare Board PACER employees, subject to approval of the U.S. Department of Health, Education and Welfare, Office of Child Development; and a one-step (5%) cost-of-living increment for Project Playpen employees subject to approval of the Florida Department of Health and Rehabilitative Services; all increments effective October 1, 1975. Transfer from Contingency as follows: Administration - $4,839; Marriage and Family Counseling - $5,632; Community Services - $5,933; and License Board - $8,733; a total of $25,137.

B. Expenses: as budgeted for September; and "as budgeted" for 1975-76.

C. Minutes: of September 4, 1975; and Emergency Session September 24, 1975.

MOTION Approval of Changes in DFS Budget

Chaplain Stith moved, and Mrs. Mullins seconded a motion which carried to grant the request from the Division of Family Services for operational changes in the Intensive Care Foster Homes and Emergency Shelter Care Programs with $43,400 now allocated to the former program and $25,807 to the latter, with lapse funds to be used to make up the deficit of $812 for the Intensive Care Foster Homes Program. The Board requested the Division furnish a monthly report on Shelter Care starting October 1, 1975.
Mrs. Holland moved, and Chaplain Stith seconded a motion which carried to approve the request of the Child & Family Comprehensive Mental Health Center, Inc. for a 2½% exceptional merit increment for both Ms. Marion Hinton ($1,472.31 monthly) and Dr. Harold Rivkind ($1,437.87 monthly), effective October 1, 1975.

Mrs. Mullins moved, and Judge Michael seconded a motion which carried to approve the revisions in the Personnel Practices Manual for Juvenile Welfare Board employees as presented by Mr. Markman. (Attached to minutes as addendum.)

Mrs. Holland moved, and Chaplain Stith seconded a motion which carried to remove inventory items #664 and #665 assigned to Pinellas Youth Homes because both items had served their usefulness and needed to be discarded.

Mr. Markman reviewed the preliminary financial statement and the preliminary program budgetary report for September and the expenses as budgeted for August: Check #2236 and #2237 dated September 5, 1975; #2238 through #2274 dated September 10, 1975; #2275 and #2276 dated September 12, 1975; #2285 through #2350 dated September 30, 1975; and #2346 through #2349 dated October 1, 1975. Dr. Edwards reported checks #2335 and #2336 would be held until additional information was provided.

Mrs. Holland moved, and Judge Michael seconded a motion which carried to approve and to authorize the Chairman to sign the 1975-76 agency agreements with the following agencies: Big Brothers; Big Sisters; Child & Family Comprehensive Mental Health Center, Inc.; Child's Park United Methodist Church; Department of Health and Rehabilitative Services - Region #5 (Social and Economic Services Program); Department of Health and Rehabilitative Services - Region #5 (Youth Services Program - Intensive Counseling and Coordinator of Volunteers); District Mental Health Board; Family Counseling Center; Florence Nightingale Circle, Inc.; Pinellas Association for Retarded Children; Pinellas County Juvenile Detention Center; Pinellas County License Board; Pinellas Youth Homes, Inc.; School Board of Pinellas County (Program Development Specialist and Teen Parent Project); Science Center of Pinellas County; United Way of Pinellas County (Information and Referral) and Upper Pinellas Association for Retarded Children.

Chaplain Stith moved, and Mrs. Mullins seconded a motion which carried to approve the 1975-76 Meeting and Program Schedule as mailed, with the option to modify as necessary.

Some discussion centered around reviewing the days which work sessions and regular meetings are held in an attempt to find days which might be better for all Board members. It was suggested that Dr. Sakkis be contacted to see if any change could be made to enhance the possibility of his attendance.
Mr. Glackin informed the Board that the construction company (Westshore Construction Company, Inc.) chosen by the Board, as recommended by Wedding & Associates, had a good financial rating and that the surety bond covering performance had been received.

Dr. Edwards mentioned that ground-breaking ceremonies for the new office building would be in order, probably late in October.

Mr. Glackin stated that a survey of the Chautauqua property had to be made as a part of the sale of the property and, that if Board members had no preference, he would contact C. Fred Deuel & Associates, Inc.

Because of the illness of Mrs. Eckert, it was suggested that the appointment of Board members to represent the Juvenile Welfare Board on agencies' Boards from October 1, 1975 - September 30, 1976 be returned for action at the November meeting. Dr. Coleman asked that the members presently serving as representatives continue to serve until the Personnel Committee is able to meet.

The Personnel Committee will meet before the November meeting to make a recommendation on the evaluation and reappointment of the Executive Director effective October 1, 1975.

MOTION Mrs. Holland moved, and Chaplain Stith seconded a motion which carried
Approval to approve writing of checks for tax refunds as certified to the Di-
Cut Tax rector by the Tax Collector for Pinellas County.
Refund Checks

The reports of children in care and the activity reports were reviewed by the Board.

Dr. Edwards reported that the Juvenile Welfare Board and Human Development Systems, Inc. (with Dr. Blondel E. Senior), as equal partners in planning and implementation, had applied for a research grant on juvenile delinquency recidivism. Subject to receiving the grant and final approval by the Juvenile Welfare Board, the Board will be requested to act as fiscal agent and provide a 10 percent hard cash match amounting to approximately $5,000.

Judge Michael suggested that the Board recommend Mr. Robert G. Marshall for appointment as District Administrator, District V, Health and Rehabilitative Services. Extensive discussion followed, all complimentary to Mr. Marshall.

MOTION Mrs. Mullins moved, and Mrs. Holland seconded a motion which carried to authorize Dr. Coleman to send a telegram to Mr. William J. Page, Secretary, Health and Rehabilitative Services, endorsing Mr. Robert Marshall for appointment as District Administrator, District V, Health and Rehabilitative Services.

The Board was receptive to Dr. Edwards also making phone calls in Mr. Marshall's behalf.

Dr. Edwards informed the Board of the Foster Parents Conference taking place October 28 - 30, 1975 and distributed individual copies of an article from the St. Petersburg Independent describing the Juvenile Welfare Board support of agencies and a brief description of each program.
Dr. Coleman wished the record to show his delight at having Judge Andrews on the Board.

The meeting was declared adjourned.

The next meetings will be a Work Session on October 29, 1975 and a Regular Meeting on November 6, 1975, both at 9:30 a.m., Juvenile Detention Center, unless changed by Board action.

Raymond L. Edwards, Ph.D.
Acting Secretary
Personnel Practices Manual

services to children

juvenile welfare board
of
pinellas county
3355 first avenue south
st. petersburg, florida 33711
# Table of Contents

## INTRODUCTION

### I. PERSONNEL POLICY RESPONSIBILITY

- A. How Developed
- B. How and By Whom Governed
- C. Changes
- D. Undetermined Items
- E. Special Projects

### II. PERSONNEL POLICY

- A. Job Categories
  1. Fair Labor Standards Act
  2. Categories
    - a. Exempt Status
    - b. Non-exempt Status
  3. Job Classifications and Salaries
  4. Probationary Period and Anniversary Date
  5. Salaries
    - a. Increments
    - b. Merit Increases
  6. Promotion
  7. Transfer
  8. Reclassification of Position
- B. Working Hours
  1. Hours of Work
    - a. Lunch Hour
    - b. Breaks
  2. Overtime/Compensatory Time
  3. Holidays
- D. Leaves and Absences
  1. Annual Leave
  2. Sick Leave
  3. Emergency Pass
  4. Maternity Leave
  5. Military Leave
  6. Jury Duty
  7. Administrative Leave
  8. Unpaid Leave
- E. Insurance
  1. Group Life
  2. Retirement
    - a. Social Security
    - b. Florida Retirement System
  3. Medical
    - a. Group Health
    - b. Workmen's Compensation
    - c. Unemployment Compensation
Table of Contents

F. Employment Status
   1. Performance Evaluation 7
   2. Employee Grievance Program 7
   3. Job in Jeopardy 8
   4. Discontinuance of Position 9
   5. Demotion 9
   6. Resignation 9
   7. Dismissal 9

G. Miscellaneous
   1. Travel Allowance 10
      a. Local Travel 10
      b. Extended Travel 10
   2. Other Employment 10
   3. Credit Union 10

III. JOB DESCRIPTIONS AND QUALIFICATIONS 10
    A. Reason for and Content 10
    B. Job Descriptions 10

Revised 10/2/75
We want to welcome you into the Juvenile Welfare Board (JWB) family. We feel that, due to the very special nature of our work, you will find your employment here of an extremely rewarding and fulfilling nature.

The JWB was established in 1945 by a special State Statute and was approved in 1946 by the Pinellas County voters. JWB began its actual operation in 1947 using a Countywide survey of child welfare needs as its foundation for work. In 1964, this survey was supplemented by a survey by the National Council on Crime and Delinquency focused on children in trouble. After a quarter of a century of effective operation, JWB contracted in 1971 with the National Study Service of New York for an evaluation and priorities for the years ahead.

Some of the earliest programs funded by JWB still receive financial support. Other programs have been taken over in whole or in part by the State or other local agencies. With few exceptions, JWB does not operate programs directly, but provides much needed resources for other agencies serving juveniles within the County.

The general thrust of JWB is preventive service. With this in mind, it has been committed to progressive planning and cooperation with other agencies and communities throughout the County.

Let us mention two important facets of our work here at the Juvenile Welfare Board.

First of all, regardless of our position; be it counseling, typing, maintaining the premises or whatever, let us remember that we are dealing with Pinellas County's most valuable asset, its youth. We must be dedicated to this premise if we are to be effective and reap the full benefits and rewards from each of our jobs.

Secondly, we are public servants. In essence, we are working for ourselves. How often have we read an article or watched a TV news item and deplored the waste in government. As JWB employees, we are in a position to control governmental expenditures and see to it that there is not undue waste, at least as far as we are concerned.

And now, let us discuss the Personnel Policy which will affect your employment with JWB.
I. PERSONNEL POLICY RESPONSIBILITY

A. How Developed

The Personnel Policy for the JWB has developed over the years to meet the needs of its employees. Many of the County's practices are used but there are many exceptions to fit our particular situation.

B. How and By Whom Governed

Personnel Policy is normally set by the Personnel Department in cooperation with the Personnel Committee and submitted to the Board of Directors for approval. The Personnel Committee consists of the Executive Director, Personnel Supervisor (Business Administrator) and six (6) staff members, three (3) of which will be clerical employees. They will meet no less than once a year or at called sessions by the Director or Personnel Supervisor (Business Administrator). The Board makes all final decisions on Personnel Policy.

C. Changes

The Personnel Department attempts to keep abreast of current trends in Personnel Policy and employee benefits. It is their responsibility to recommend changes when a portion of our policy becomes outdated or no longer meets today's needs.

Individual employees may submit suggested changes to the Personnel Department for consideration. These suggestions should be presented to the Personnel Committee for their review.

D. Undetermined Items

Any questions of policy not covered by the Personnel Practices Manual shall be presented to the Board for a decision. The Pinellas County Personnel Manual shall be used as a guide when applicable.

E. Special Projects

Special projects with external funding, in general will follow these same Personnel Practices. However, special consideration may be required by the external source.
II. PERSONNEL POLICY

A. Job Categories


2. Categories: In general, there are two categories of employees within the Fair Labor Standards Act as applies to JWB:
   a. Exempt Status: These employees are exempt from the minimum wage and overtime compensation provisions of the Act. This category covers employees in executive, administrative and professional positions.
   b. Non-Exempt Status: The employees are subject to the minimum wage and overtime compensation provisions of the Act. This category covers all employees not subject to the Exempt Status.

B. Job Classifications and Salaries

1. Job Classification and Job Descriptions: Each position is classified by the qualifications for and the contents of the position. Each position has a job description. These are covered in Section III of this manual.

2. County Job Classifications: Where applicable, JWB job descriptions that are comparable to a County job will have the same classification and pay grade. Some of our positions must be classified on their own merit as there is no position in the County System to match.

3. Probationary Period and Anniversary Date: The first six months of an employee's service is in a probationary state. Upon satisfactory completion of that probation period, the employee is transferred to a permanent status and will be considered for a merit increase. The date of permanent employment becomes the anniversary date for merit pay consideration.

4. Salaries:
   a. Increments: Salaries are determined on a pay grade/step system. Each position is in a particular pay grade. Beyond the entering level, there are nine merit increment steps. Increments increase at the rate of approximately five percent (5%). There is an approximate five percent (5%) increase from one pay grade to the next higher pay grade. The increment pay grade/step system applies to all regular full and part-time employees.
b. Merit Increases: Normally an employee's salary is reviewed once a year, usually just prior to the anniversary date. If the employee's performance warrants, a merit increase of one increment (5%) may be granted by the Director. For outstanding performance, a merit increase of ten percent (10%) may be granted with Board approval. Due to outstanding performance, a merit increase may be granted at any time.

Exceptional merit increase may be granted after all in-grade step increments have been obtained upon recommendation of the Director and approval by the Board. Exceptional merit increases shall not change the employee's anniversary date.

c. Cost of Living Increase: From time to time, due to the inflationary effect on the cost of living, an increase in salary may be granted to offset the additional cost. Cost of living increases are granted by Board approval and are not considered merit increases. A normal increase of this type has been one increment of five percent (5%).

5. Promotion: It is the policy of JWB to promote from within the organization when possible. Consideration for promotion is based on qualifications, past performance and longevity. If two or more employees qualify for promotion, seniority would be considered primary.

The salary of a promoted employee will be increased at least one pay grade at the same or a higher step.

A promoted employee will be on a six month probationary period in the new position. If the employee does not meet the requirements within that period of time, he/she will be returned to the previous or similar position held. If no such position is available, severance pay is granted as outlined in Section II, F-4, Discontinuance of Position.

6. Transfer: A transfer is a change in a position which does not involve a change in the salary pay grade. Employees are free to apply for such vacancies. A transfer does not entitle an employee to a salary increase by reason of transfer.

7. Reclassification of Position: Job classification may come as a result of reorganization or a change in requirements or responsibilities for a particular position. Reclassification may be either upward or downward.
When an employee is advanced through reclassification, he/she is entitled to a salary increase as described in Section II, B-5, Promotion. If the reclassification is downward, and the employee accepts the position, their salary will not be decreased. If the current salary is above the maximum in the lower pay grade, then no salary increase will subsequently be granted. The reclassification to a lower position does not prevent the employee from applying for a promotion when a vacancy becomes available.

C. Working Hours

1. Hours of Work. Normal office hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday. Exceptions to these hours may be granted by the Supervisor with approval by the Director.

a. Lunch Hour. Employees are entitled to one (1) hour for lunch. This hour should be taken between Noon and 2 P.M.

b. Breaks. Employees are entitled to a morning and afternoon break of fifteen minutes each. These are generally taken between 10:00 A.M. and 10:30 A.M. for the morning break and 3:00 P.M. and 3:30 P.M. for the afternoon break.

2. Overtime/Compensatory Time. It is the general policy of JWB not to have its employees work frequent or considerable overtime. However, the Director may authorize overtime in emergency situations. Cash payment for overtime may be authorized. In computing such payment, the employee's regular hourly salary will be multiplied by one and one-half (1½). Cash payment for overtime will be paid on the regular pay day for that pay period in which the overtime is worked. The Director has the option to award compensatory time off in lieu of cash payment at the rate of one and one-half (1½) hours off for each hour of overtime worked. Compensatory time off will be taken during the same pay period in which it was earned.

3. Holidays. JWB observes the following holidays:

- New Year's Day: January 1st
- Good Friday: A Day Off Taken at the Employee's Discretion With Prior Supervisory Approval
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Labor Day: First Monday in September
- Veterans Day: November 11th
- Thanksgiving: Last Thursday & Friday in November
- Christmas: December 25th plus Day Before or After
D. Leaves and Absences

1. Annual Leave. All full-time employees shall be eligible for annual leave earned at the rate of one and a half (1½) days per month and cumulative to a total of 30 days. Annual leave in excess of 30 days must be used within a 90-day period. Exceptions may be granted due to extenuating circumstances by the Director. The Director shall fully inform the Board of the basis for such extension. (For the purpose of determining the amount of leave or pass time accrued, the fiscal year, October 1 through September 30 shall be used).

Annual leave must be requested for and be approved in advance on the following basis:

- Request for a Leave of Over One (1) Week (Five (5) Days)
- Two Weeks Prior Approval
- Request for a Leave of less than one (1) week (five (5) Days)
- One Week Prior Approval

Regular part-time employees earn annual leave in the same proportion as their work week bears to full-time employment. Temporary employees do not earn annual leave.

The Board will pay up to 30 days earned and unused vacation when the employee leaves the agency (unless the employee has requested Board approval to remain on the job rather than take leave and thus work a hardship upon the delivery of service within the agency. In such instances, with Board approval, the employee will be paid the total number days earned and unused vacation leave).

2. Sick Leave. Sick leave is granted to an employee for his/her own illness or the illness of a close relative or member of the household. All employees are entitled to one (1) day of sick leave per month worked. One-half pay for all accumulated sick leave is granted upon retirement to a maximum of forty-five (45) days.

Regular part-time employees earn sick leave in the same proportion as their work bears to full-time employment. Temporary employees do not earn sick leave.

The first three days of unused sick leave may be transferred to annual leave at the start of the fiscal year. These days must be used within the following fiscal year and cannot be accrued from year to year.

3. Emergency Pass. During each fiscal year, employees shall be entitled to eight hours of emergency pass time. This pass time is intended for such things as doctors appointments, lawyer appointments, house closings, etc. No more than four hours of emergency pass time shall be used for one absence unless approved by the Director.

Emergency pass time is not to be taken in conjunction with any other type of leave.
4. **Maternity Leave.** Maternity leave shall not exceed six months. At the time the leave is requested, indication of child care should be included with the request. An employee returning from such leave is reinstated, if possible, in the same or comparable position. If there is no vacancy of this type, she may fill a lower salaried position, if available, or ask for an extension on her leave until a vacancy occurs.

5. **Military Leave.** Permanent employees will be granted military leave in accordance with the Universal Military Training and Service Act. A copy of the orders should accompany the request for military leave. A copy of the orders must be in the personnel file for each leave granted.

6. **Jury Duty.** Time off for jury duty shall be granted with no loss of salary. However, any fee received for jury duty will be turned over to JWB. Also, it is expected that whenever an employee is excused from a full day in court so that they will be able to return to the office for a period of two hours or more, the employee will do so.

7. **Administrative Leave.** Upon recommendation of the supervisor and approval by the Director, an employee may be granted time off with pay to attend professional or technical institutes or conferences or such other meetings that will prove beneficial to the employee as well as JWB.

8. **Unpaid Leave.** Unpaid leave of absence for any purpose other than those outlined above may be submitted to the Director for Board approval.

**E. Insurance**

1. **Group Life.** An amount of term life insurance equal to one-half the employee's salary is paid for by JWB. The employee may purchase additional term insurance up to the total amount of their salary. This term life insurance can be converted, by the employee, to ordinary life insurance during the enrollment period or on the anniversary date any year thereafter at a lower premium than regular life insurance.

2. **Retirement.**
   b. **Florida Retirement System.** All regular employees participate in the Florida Retirement System. A Brochure is included with this manual that explains this system and its benefits. Effective October 1, 1975, the full retirement contribution of nine percent (9%) will be assumed by JWB.
3. Medical

a. Group Health. Hospitalization coverage is provided for each full-time employee and paid for by JWB. Coverage for dependents may be obtained by the employee at an additional cost.

Included with this manual is a booklet explaining the benefits of this program.

b. Workmen's Compensation. In accordance with Florida Law, JWB pays for employees Workmen's Compensation Insurance. Employees injured on the job and unable to work will be eligible to receive full salary as long as they still have any unused sick leave to their credit. When employees' sick leave is used up, they will receive Workmen's Compensation Benefits for a period of time allowed by the Workmen's Compensation Law.

c. Unemployment Compensation. Employees of JWB are covered under Florida Statute 443.03(5) for unemployment compensation. This coverage provides temporary income payments to make up a part of the wages lost to workers who lose their jobs through no fault of their own and are able and available for work.

F. Employment Status

1. Performance Evaluation. Each employee is interested in and has the right to know how well they are doing. Periodically, the Supervisor and employee should take time to discuss the employee's progress and future. This should be a two-way communication with the employee speaking freely.

An evaluation shall be conducted at the end of the probation period and then no less frequently than once each year.

2. Employee Grievance Program. There will be occasions when an employee may have a problem or grievance they feel must be resolved. The first person they should discuss the grievance with is their immediate Supervisor. (Should the grievance be of such a nature that the employee would not feel comfortable discussing it with the Supervisor, the employee would then go to the Personnel Supervisor, (Business Administrator).

If the employee is not satisfied with the Supervisor's efforts to solve the problem he/she may request, by memo, that the Director review the case. The memo should include a brief description of the problem. Within a period of ten days, after the memo is received, the Director shall arrange for a meeting with the employee and include the Supervisor and Personnel Supervisor, (Business Administrator).
Again, if the employee is not satisfied with the results, within ten days of the meeting with the Director, he/she may make a written request to the Board for a hearing of the matter. The request shall include a brief description of the problem along with the recommended steps to solve the problem and the employee's reasons for rejecting these recommendations.

Within a period of ten days, the Board may decide to:
1) Refer the grievance to another duly constituted Board i.e., Board of Directors, Project Playpen; Board of Directors, License Board; etc.
2) Reject a hearing on the grounds that the recommended solutions put forth by the Supervisor or the Director are fair and reasonable or:
3) Grant a hearing and advise the employee when to appear. In either event, the decision of the Board is final.

It must be clearly understood that an employee has the right to seek consideration of a grievance without having any such action in any way adversely affect their employment with JWB.

3. Job in Jeopardy. Due to the failure of an employee to meet the requirements of a particular job, it may be necessary to place them on a job in jeopardy status. This will generally occur only after the Supervisor has talked with the employee on several occasions about his/her difficulty. At this point, the Supervisor should conduct an interview with the employee in the presence of the Personnel Supervisor, (Business Administrator) pointing out the area(s) of weakness and recommending a re-training program to be carried on over the next thirty days. The total content of this meeting should be written up and become a part of the employee's personnel file.

After thirty days, the Supervisor may take one of three courses of action:

- Remove the employee from the job in jeopardy status due to improvement.

- Extend the job in jeopardy status for another thirty days.

- Request a meeting with the Director to outline the circumstances and recommend that the employee be terminated.

A job in jeopardy status may occur at any time during the employee's tenure. Personnel file must be fully documented during this process.

4. Discontinuance of Position. It may be necessary on a rare occasion, to discontinue an existing position due to a classification change (Section II, A-7) or reorganization. If this should occur, any employee involved will be offered another comparable position, if possible. If more than one employee is involved, qualifications and seniority
shall be considered. If there is no comparable position or if the employee will not accept a lower job classification, if one exists, termination of employment may be necessary. Should this occur, the following policy shall apply:

- Five years or more employment - three (3) months notice or one (1) weeks salary for each year worked up to ten (10) weeks.

- One (1) year through four (4) years of employment one (1) months notice or one (1) weeks salary for each year worked.

- From six (6) through twelve (12) months of employment - two (2) weeks notice or one (1) weeks salary.

- Less than six (6) months of employment - no notice or salary required.

Severance pay is pro-rated for any fraction of a year involved and the termination date is used in making the computation. Salary in lieu of notice may occasionally be paid (See Section II, E-7 - Dismissal).

5. Demotion. An employee may request demotion due to health or other valid reasons. The agency may demote an employee for disciplinary reasons or due to lack of qualifications for an assigned position.

Upon demotion, the employee's pay grade and step will be adjusted to the new position.

6. Resignation. Notice of resignation should be submitted in writing to the Supervisor no less than two weeks in advance. The letter should contain intended date of resignation, reasons for leaving and any other pertinent information the employee wishes to add. The letter will become a permanent part of the employee's personnel file and is necessary to insure that the employee is leaving in good standing. Resignation in good standing is important in consideration for rehire and references.

7. Dismissal. An employee may be dismissed for unsatisfactory performance, discontinuance of position or gross misconduct. The first two situations have been covered previously in this section (II, E-3, Job in Jeopardy and II, E-4, Discontinuance of Position). In either of these two situations, it may be decided that in everyone's best interest, that the employee shall leave immediately and salary to cover the notification period will be paid.

In the case of gross misconduct, the Director shall suspend the employee pending a full hearing by the Board. If the Board upholds the action, dismissal will be effective the date of suspension and JWB will have no obligation to pay salary for the period of notification.

If the Board decides for the employee, he/she will be reinstated with no loss in pay.
G. Miscellaneous

1. Travel Allowance.
   a. Local Travel. Employees are authorized to receive mileage allowance for travel on JWB business, per Section 112.061, Florida Statutes.
   b. Extended Travel. Travel outside the county must be approved in writing, by the Director. The Director may approve attendance at professional meetings. Allowances and reimbursements for such travel are based on Section 112.061, Florida Statutes. Details of travel regulations are available from the Personnel Department and will be provided to Personnel when authorized for such travel.

2. Other Employment. A prerequisite for full-time employment with JWB is that such employment will be the primary one. The participation in other work, whether full or part-time, shall not conflict in policy or time with the JWB employment. The Director or Business Administrator should be advised of such other work. Violation of this policy will automatically bring about dismissal due to gross misconduct. Any questions regarding other employment should be discussed with the employee’s supervisor.

3. Credit Union. Employees of JWB are eligible to join the Pinellas County Employees Federal Credit Union which is chartered by the Federal Government. There is a small membership fee and savings and loan payments may be handled through payroll deduction.

III. JOB DESCRIPTIONS AND QUALIFICATIONS

A. Reason for and content

In order to properly classify and apply a sound salary base to a position, it is imperative to know all of the responsibilities and requirements of that position. Therefore, it is necessary to establish a job description for each position. The description should include all aspects of the job, special skills required, along with an approximation of how much time per week (or month - whichever more applicable) is spent on each aspect of the job.

Job description should be updated periodically to make sure the qualifications and salary are relative and current.

B. Job Descriptions.