

- 3.2 Limited Term Employment - The Executive Director may, subject to budgetary considerations, authorize limited term employment for special, time limited activities.
- 3.21 Limited Term positions shall be established, to the extent feasible, consistent with the salary and classification plan.
- 3.22 Pay for Limited Term positions is ordinarily at the hourly rate of the minimum of the range appropriate for the work.
- 3.23 Individuals engaged in those positions shall be classified as Temporary Employees.
- 3.24 The provisions of this section may also be utilized to authorize longer term, part-time positions where the individual is employed for less than 50% of the normal work week. Individuals engaged pursuant to this provision shall be classified as Occasional Employees.
- *3.3 Personal Services Contracts - Subject to budgetary considerations, the Executive Director (OHD) may engage consultative and supportive services through the execution of personal services contracts. Such personal services contracts are usually for specific, time-limited tasks. The individual so engaged is an independent contractor and not an employee of JWB.
- 3.4 Trainees. The Executive Director (OHD) may designate a trainee status for established positions where there has been a determination that it is in the best interest of JWB to fill the position with an applicant or a current employee who does not meet the minimum qualifications for the position.
- 3.41 Designation of Trainee Status is contingent upon the development of a formal training program designed to upgrade the skills and knowledge of the employee to the minimum required level.
- 3.42 The applicant or current employee must agree that continued employment is contingent upon the successful completion of the training program.
- 3.43 Any applicant or current employee for whom trainee status is considered must clearly demonstrate an ability to successfully undertake the training program.

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- 3.44 Trainee status shall not exceed 12 months.
- 3.45 Trainee positions shall be compensated at 90% of the minimum of the salary range for the position. Successful completion of the training program and achievement of regular employee status shall entitle the individual to an increase in base salary to 105% of the minimum of the range.
- 3.46 If the trainee is a current employee whose base salary exceeds 90% of the minimum of the salary range for the position, they shall be entitled to retain their base salary during the training program. Upon the successful completion of the training program and the achievement of regular employee status the employee shall be entitled to compensation at 105% of their base salary or 105% of the minimum of the range for the position, whichever is greater.
- 3.5 Transfer. An employee may request transfer from one position to another vacant position within the same pay grade prior to initiation of a public announcement and recruitment efforts.
- 3.51 Transfers may occur when the job title is identical.
- 3.52 If an employee wishes to transfer to a position in the same pay range with a different job title, he/she must meet the minimum requirements for that position.
- 3.53 Approval of any transfer request rests with the Executive Director (OHD).
- 3.54 Transferees shall not be required to serve a provisional employment period.
- 3.6 Promotions. Employees shall, to the maximum extent feasible, be provided opportunities for advancement through promotion to positions of greater responsibility when such promotional opportunities are in the best interests of JWB.
- *3.61 In those situations where a promotional opportunity has been determined to be in the best interest of JWB, notice of the promotional opportunity shall be posted for not less than three working days.

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- *3.62 If after posting, no qualified current employee applies for the promotional opportunity, the position shall be publicly announced and recruited.
- 3.63 Applications from employees received after public announcement and initiation of recruitment will be considered in the same manner as all other applicants.
- 3.64 Criteria to be considered in promotion shall include qualification for the proposed position, demonstrated capability to meet job requirements and past performance.
- 3.65 Unless waived by the Executive Director (OHD), employees who are promoted shall be required to serve a one year period of provisional employment in their new position.
 - 3.651 If an employee who has been promoted fails to successfully complete the required period of provisional employment he/she shall be eligible to return to the job title and salary range of his/her former position.
 - 3.652 Continued employment for an employee who has failed to successfully complete a period of provisional employment is contingent upon the availability of a vacant position in the appropriate job title and salary range.
 - 3.653 The salary of an employee who is returned to a former job title and salary range shall consist of:
 - 3.6531 The base salary at the time of promotion plus
 - 3.6532 Any market adjustment(s) paid since the date of promotion plus
 - *3.6533 Half the rate of any merit raise(s) earned since the date of promotion.
 - 3.6534 In no case shall the adjusted salary exceed the maximum of the range.

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3.66 Upon promotion an employee is eligible to receive an increase of his/her base salary of 5% or the minimum in the new salary range, whichever is greater.

3.661 Employees who are promoted shall receive the same consideration for appointment above the minimum as an outside applicant of similar qualifications, even if the resulting base salary exceeds 105% of the employee's base salary.

3.67 Upon the successful completion of any required provisional employment period the employee is eligible for a 5% increase in his/her base salary level.

3.7 Promotion in Grade

The promotion in grade is a means by which a consistently exemplary employee can be recognized for his/her outstanding performance.

3.71 A promotion in grade is awarded to the employee and has no impact on the classification of his/her position.

3.72 No more than 20% of regularly funded positions may be filled with individuals who have received a promotion in grade. The Executive Director may allocate the maximum number of potential promotions in grade among major operating subunits of JWB.

3.73 Employees meeting all criteria for a promotion in grade and whose promotion is approved by the Executive Director (OHD) shall be advanced two pay grades from the pay grade to which their position is assigned.

3.731 Employees promoted in grade shall receive a salary adjustment in their base pay equivalent to the minimum in the new range or a 5% increase in their current base salary whichever is greater.

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- *3.732 An employee who holds a promotion in grade and is promoted to a position in a higher pay range shall receive the minimum in the new pay range or a 5% increase in their current base salary whichever is greater. If the new base salary of the employee is greater than 115% of the minimum of the new pay range, he/she shall not be eligible for a provisional employment increase at the successful conclusion of any required provisional employment period.
- 3.733 An employee who fails to continue to perform in an exemplary fashion may be demoted to the pay range in which their position is regularly classified.
- 3.734 The salary of an employee who is returned from a promotion in grade shall be determined in the same fashion as Section 3.653.

3.74 Eligibility

- 3.741 Employees must have achieved regular employee status and served at least three years in their current job assignment, to be eligible for consideration for a promotion in grade.
- *3.7411 Regardless of an employee's length of service in a particular job assignment, the employee shall not be eligible for a promotion in grade if his/her positions has been reclassified within the past year.
- 3.742 For any employee to be promoted in grade he/she shall have consistently demonstrated exemplary performance in the following areas:
- 3.7421 Development of a high degree of technical competence and proficiency in his/her job assignment.
- 3.7422 Ability to assume increasing responsibility for the initiation and completion of his/her job assignments.

*Changed 1/9/86

- 3.92 All requests for reclassification shall be approved by the Executive Director to assure that the integrity of the overall salary and classification plan is not adversely impacted by any proposed reclassification.
- 3.93 Any requests for reclassifications shall be evaluated by the same criteria as was employed in the most recently completed comprehensive review of the salary and compensation plan.
- 3.94 A request for reclassification may be initiated by the employee or the immediate supervisor.
- 3.95 An employee shall not be required to serve a period of provisional employment if his/her position is reclassified.
- 3.96 If reclassified to a lower salary range, the employee shall have his/her salary adjusted to the same proportionate position in the salary range of the new classification as he/she held in the prior classification.
- 3.97 If reclassified to a higher salary range, the employee is eligible to receive an increase of 5% or the minimum in the new salary range, whichever is greater.
- 3.10 Executive Employees: The Executive Director may designate as "Executive Employees", selected individuals whose duties are primarily managerial and supervisory; are assigned major responsibility at the organizational level for policy development, planning and operations and report directly to the Executive Director.
- 3.101 Executive employees shall be subject to all provisions, protections and benefits in these personnel policies.
- 3.102 In addition to those grounds for dismissal applicable to all employees, executive employees may be dismissed for inability, or failure to support or implement established policies of the Executive Director and/or JWB.
- 3.971(Deleted 1/9/86)

4.0 Compensation

- 4.1 Pay Periods: Employees are paid bi-weekly. If a scheduled pay day falls on a holiday, paychecks are distributed on the working day preceding the holiday.
- *4.2 Merit Pay - The compensation of each regular employee shall be reviewed annually. Based upon an evaluation of the employee's performance during the previous year, the availability of funds and the limitations of established salary ranges, the employee's salary may be adjusted.
- 4.21 Adjustments in the employee's salary are not obligatory and are made at the discretion of JWB. In no case may an employee's base salary be reduced based on performance unless that employee has also been demoted as provided for in these policies.
- 4.22 Salary adjustments are based on consideration of the quality and quantity of the work performed by the employee; his/her contribution to a positive and productive work environment; and his/her representation of themselves to the public in a fashion which enhances the public understanding and acceptance of the role, function and competence of the JWB.
- 4.23 Merit salary adjustments seek to recognize both the accomplishments of the employee in the year just completed and the anticipated increased value of the employee's services in coming years due to his/her added experience.
- 4.231 Prior year accomplishments are recognized with a single payment.
- 4.232 Anticipated increased value of an employee's services is recognized with an adjustment to the employee's base salary.
- 4.233 The evaluation of the performance of all employees for these purposes shall be due on October 1 of each fiscal year.
- 4.24 The JWB shall designate the resources to be available during the coming fiscal year for merit salary adjustments.

- 4.241 The base adjustment shall constitute 50% of the employee's merit salary adjustment or 3% of the employee's base salary whichever is greater.
- 4.242 If the merit salary adjustment for the employee is less than 3% the entire adjustment shall be applied to his/her base salary.
- 4.243 Regular employees who have reached the maximum of their salary range continue to be eligible for only that portion of a merit salary adjustment which would otherwise have been available for single payment purposes. Subject to evaluation of their prior year's performance, the employee may receive all, part, or none of the single payment for which they might be eligible.
- 4.244 Single payments shall be made to all eligible employees in October or any other time during the first quarter the Executive Director determines such payments can be made without jeopardizing the fiscal integrity and/or capabilities of the Juvenile Welfare Board. Prior to October 1, an employee may designate in writing an alternative pay period within the first six months of the fiscal year in which he/she wishes to receive the single payment for which he/she is eligible.
- 4.245 Base salary adjustments shall be made for all eligible employees effective October 1.
- 4.25 All merit salary adjustments shall be approved by the Executive Director (OHD).
- *4.26 If an employee has completed a period of provisional employment for any purpose within the 12 months prior to October 1, any merit increase awarded at that time shall be adjusted in the following prior to being added to the employee's base salary:

<u>Provisional Employment Completed the Previous</u>	<u>Proportion of Merit Added to Base</u>
October - November	12/12
December - January	10/12
February - March	8/12

April - May	6/12
June - July	4/12
August - September	2/12

4.3

Market Survey Adjustment - The JWB may from time to time conduct market surveys to insure the continued comparability of the JWB salary and classification plan with other governmental agencies and private sector entities.

4.31 Market survey adjustments are made at the discretion of JWB.

- 4.32 Market survey adjustments shall be applied to the base salary of the employee.
- 4.33 Market survey adjustments shall be applied to the minimum and maximum of each salary range in the salary and classification plan.
- 4.4 Longevity Payments - JWB shall award annual longevity payments to eligible employees to recognize their contributions to the organization.
- 4.41 Employees who have completed at least 10 years of employment shall be eligible for a longevity payment of \$300.00 or a proportionate share thereof for less than full time employees on October 1 of each fiscal year.
- 4.42 Employees who have completed at least 20 years of employment shall be eligible for a longevity payment of \$600.00 or a proportionate share thereof for less than full time employees on October 1 of each fiscal year.
- 4.43 For purposes of computing longevity the employee's anniversary date shall be their date of initial employment as a provisional employee adjusted for any period of non-employment or leave of absence in excess of 30 calendar days.
- *4.5 Overtime - All employees subject to the provisions of the Fair Labor Standards Act shall be compensated for any hours worked in excess of 40 hours in a seven day work week at 1-1/2 times their normal rate of compensation.
- 4.51 Employees eligible for overtime payments may request time off in lieu of cash payment. The employee shall receive time off equivalent to one and one half times the hours of overtime worked.
- 4.52 All overtime must be approved in advance by the employee's immediate supervisor or such other person(s) as the Executive Director may authorize.
- *4.53 Employees may be required to utilize earned compensatory time at the convenience of JWB.
- *4.54 A regular employee is compensated in cash for compensatory time earned but not utilized at termination at a rate not less than the average rate of pay received by the employee during the last three years or the final rate of pay, whichever is greater.

4.6 Compensatory Time - All employees who are exempt from the provisions of the Fair Labor Standards Act may be compensated for hours worked in excess of their normal work schedule through the award of equivalent time off.

4.61 A list of exempt job titles shall be maintained in the procedures manual.

*5.117 Upon separation, an employee is reimbursed for any accrued vacation at a rate not less than the average rate of pay received by the employee during the last three years or the final regular rate received by the employee, whichever is higher.

5.118 Unless otherwise designated in writing to JWB by the employee, upon his/her death any reimbursement for accrued annual leave will be paid to the beneficiary(ies) of the employee's JWB-paid life insurance.

5.12 Sick Leave. Paid sick leave is provided to employees to compensate for absences due to the illness or injury of the employee or a family member, death of a family member, maternity/paternity leave or other health related reasons defined herein.

5.121 All regular employees employed 37.5 hours per week are eligible for sick leave at the rate of 7.5 hours per month.

5.1211 Sick Leave is earned upon date of employment and may be utilized at any time thereafter.

5.1212 Employees hired prior to the adoption of these policies shall be eligible to accrue up to 900 hours of sick leave. Employees who have accumulated sick leave in excess of this limit pursuant to prior personnel policies shall retain the hours earned as of the effective date of these policies, but shall not accrue additional sick leave hours until their accumulated sick leave has fallen below the maximum accumulation level.

5.1213 Employees hired subsequent to the adoption of these policies shall be eligible to accrue up to 487.5 hours (3 months) of sick leave.

*5.1214 If a regular employee has utilized no more than three days sick leave in the preceding fiscal year, he/she is eligible on October 1 to convert the difference between 3 days sick leave and the sick leave actually utilized to additional, non-accruable personal holidays for that fiscal year.

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5.1241 has been absent on sick leave for five or more consecutive working days;

5.1242 has been absent on sick leave for ten of any 30 consecutive working days;

5.1243 or circumstances surrounding his/her continued absence(s) require clarification.

5.125 If a paid holiday occurs during the absence of an employee on sick leave, that day shall be attributed to the holiday and not sick leave.

***5.13**

Holidays

JWB observes the following holidays:

New Year's Day	- January 1st
Martin Luther King's Birthday	- Third Monday in January
Memorial Day	- Last Monday in May
Independence Day	- July 4th
Labor Day	- First Monday in Sept.
Veteran's Day	- November 11th
Thanksgiving Day	- Thanksgiving Day and Friday thereafter
Christmas Day	- Dec. 25th plus day before or after

*5.131 An employee is entitled to one, non-accruable personal holiday each year which may be utilized with prior supervisory approval, and after 6 months of employment.

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

5.14

Bereavement:

Any regular employee shall be granted up to 3 full work days leave to attend the funeral of a family member (as defined in 5.12).

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*5.15

Emergency Pass

During each fiscal year, regular employees shall be entitled to 7.5 hours of emergency pass-time. Pass-time is intended for essential appointments, conferences, or other activities which cannot be scheduled outside regular working hours.

- 5.181 Voluntary administrative leave is granted at the sole discretion of the JWB.
- 5.182 Voluntary administrative leave:
 - 5.1821 must be approved by the Executive Director (OHD);
 - 5.1822 may not be granted for a period exceeding one year.
- 5.183 An employee on voluntary administrative leave without pay shall not earn vacation, sick leave, merit salary adjustments during the period of of his/her leave.
 - 5.1831 The employee may make arrangements for personal payment of insurance, retirement and other employment related deductions.
- 5.184 Any voluntary administrative leave shall be documented in a written agreement signed by the employee and JWB which identifies the term of the leave and the conditions under which it is granted.
- 5.185 Unless otherwise stated, reinstatement of the employee to his/her former position, a comparable position or a position at a lower salary range at the time of the expiration of the leave is subject to availability of positions for which the employee is qualified.

5.2 Insurance:

- *5.21 Life
A JWB paid term life insurance policy equal to his/her annual salary is provided for each employee.
- 5.22 Health
A JWB paid group health insurance policy is provided for each fulltime employee employed 37.5 hours per week. Coverage for dependents

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may be obtained at the employee's expense.

5.23 Disability

A fulltime employee who is disabled and who has utilized all his/her sick leave, may be eligible for disability benefits.

5.24 Part-time regular employees are eligible for participation in group insurances at their expenses.

5.25 Dental

A dental insurance program is available to full or part-time employees and their dependents at their expense.

*5.26 Workers Compensation

Employees are covered by Workers Compensation. All injuries must be reported to the immediate supervisor and the Executive Director (OHD) within 24 hours.

5.3 Retirement

5.31 Social Security

All employees are covered by Social Security (F.I.C.A.)

5.32 Florida Retirement System (FRS)

All provisional and regular employees must participate in the Florida Retirement System. Contributions are paid in full by JWB.

5.33 Deferred Compensation

Employees are eligible to participate in an optional deferred compensation program.

5.4 Credit Union

Employees are eligible to join the Pinellas County Employees Federal Credit Union.

5.5 U.S. Savings Bonds

Employees are eligible to participate in an optional savings plan through the purchase of United States Savings Bonds.

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6.0 Working Conditions

6.1 The scheduled work week is 37.5 hours in length. Normal office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.

6.11 Employees may schedule up to one hour for lunch and two 15 minute breaks during the morning and afternoon work period.

6.2 The Executive Director (OHD) may approve a flexible work schedule for an employee as long as such flexible hours are consistent with the maintenance of an effective and efficient working environment. Any such approved flexible work schedule is subject to review, reevaluation and revision by the Executive Director (OHD) and may be terminated and/or revised if it is determined that continuation is inconsistent with the need for an orderly and efficient operation.

*6.3 Except as otherwise provided, a provisional or regular employee employed for less than 37.5 hours per week earns benefits at a rate equivalent to his/her percentage of full time employment.

6.4 Reimbursement of Work Expenses:

6.41 Employees are reimbursed for mileage incurred on official JWB business, consistent with applicable Florida Statutes.

6.42 Some employees may be required to have access to an automobile as a condition of employment. The employee is responsible for maintaining adequate liability insurance at their expense.

6.43 JWB shall establish written procedures for reimbursement of business related expenses.

6.431 Responsibility for submission of requests for reimbursement rests with the employee. Requests for reimbursement should be submitted monthly in format, content, and detail prescribed by JWB, and approved by the employee's immediate supervisor.

6.432 Employees may be required to assume the costs of personal and business expenses incurred in the course of completing work assignments which are not by statute or policy, reimbursable by JWB.

7.0 Employee Status

7.1 Appointment Authority - The appointing authority for all employees of the JWB shall be the Executive Director.

7.11 All appointment letters shall include the salary, official title, exempt/non-exempt status of the position, starting date and any special conditions under which the appointment is offered.

7.111 Candidates for employment shall acknowledge their acceptance of appointment and concurrence with the terms therein in writing.

*7.112 A copy of the appointment letter and the original of the candidate's acceptance shall be filed in the employee's personnel record.

7.12 The Executive Director (OHD) may appoint a candidate at the minimum of the salary range for the position plus up to 33 1/3% of the difference between the minimum and maximum of the salary range.

7.121 Appointment of any candidate at a salary greater than the minimum of the salary range for the position plus 33 1/3% of the difference between the minimum and maximum of the salary range requires concurrence of the JWB.

7.13 Orientation - All employees shall receive an orientation to the mission, history, organization and functioning of the JWB, the functions of his/her JWB organizational unit and specific position, employee benefits and personnel policies, practices and procedures within 90 days of their beginning date of employment.

7.14 The beginning date of employment shall be the employee's anniversary date for computation of longevity and longevity based benefits.

7.15 Documentation of previous employment, education or other information provided in the employee's resume, application for employment or employment interview may be required to be provided at the employee's expense as a condition of continued employment.

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7.151 Failure to provide required documentation or evidence of falsification or misrepresentation of any information which significantly influenced the decision to employ, shall constitute grounds for dismissal.

7.2 Provisional Status - All employees must complete a period of service as a provisional employee prior to gaining the status of a regular employee.

7.21 The purpose of the provisional employment period is to allow both the employee and the JWB to assess the compatibility of the employee's knowledge, skills, judgement quantity and quality of work, work habits and personal relations skills with JWB and its organizational mission.

7.22 The provisional employment period for all employees shall be one year.

7.23 At any time during the employee's provisional employment period, he/she may be terminated at any time with or without cause.

7.24 At the successful conclusion of the provisional employment period, the employee's immediate supervisor shall recommend to the Executive Director that the employee be granted regular employee status.

7.241 The provisional employment period may not be extended beyond one year.

7.242 Upon granting of regular employee status, the employee shall be granted a 5% provisional employment pay increase.

7.3 Regular Employee Status - The achievement of regular

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8.0 Performance Evaluation

*8.1 Performance evaluations are the means by which an employer and an employee periodically assess in a systematic fashion the degree to which previously established task and performance objectives have been met. Task and performance objectives for the future, adequacy of job description and personal and career development goals are also appropriately addressed in performance evaluations.

8.2 Each employee shall be formally evaluated twice annually (March and September) for the purposes cited below. An employee may also be evaluated at other points in time as determined appropriate by JWB.

8.21 An employee shall be evaluated against performance standards in March and September.

8.22 The September evaluation shall focus on performance in the past year with a specific recommendation regarding merit salary adjustments.

*8.23 The March evaluation shall focus on assessment of job past performance and future objectives of the employee. Specific emphasis shall be focused on career goals and objectives, the anticipated plan for achieving or progressing toward those goals in the next twelve months and specific responsibilities of both JWB and the employee in accomplishing the plan.

8.24 Provisional Status - At the conclusion of the required provisional employment period an evaluation shall be completed with a specific recommendation for retention or termination.

8.241 Additional evaluation of an employee by the immediate supervisor is encouraged, particularly during the early stages of the provisional employment period.

8.242 Provisional employment evaluations which have been completed within 60 days of routine March or September evaluations may serve the purpose of a routine evaluation. The provisional employment evaluation shall be supplemented to assure adequate consideration of the subject matter to which the routine evaluation is addressed.

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8.3 Evaluations shall be completed in writing in standard format(s) approved by the Executive Director following consultation with employees.

- 8.4 The evaluation process should actively involve both the employee and the immediate supervisor to strengthen not only the employee's performance but the overall capability of the JWB.
- *8.41 The employee shall receive a copy of the proposed evaluation for discussion with the immediate supervisor. To the extent appropriate, all or part of the content of this discussion may, at the discretion of the immediate supervisor, be incorporated into the final evaluation.
- 8.42 The employee shall sign the final evaluation indicating only that he/she has read the document. The employee may at that time or any time within 10 calendar days file a written comment covering any points with which he/she disagrees. The statement shall become a part of the evaluation.
- 8.43 The immediate supervisor shall sign the evaluation and any written statement submitted by an employee, such signature indicating only that he/she has read the statement.
- 8.44 The employee shall receive a signed copy of his/her evaluation.
- 8.5 Written performance evaluations become a permanent part of the employee's personnel record.
- 8.6 Appeal of any aspect of the evaluation process shall be consistent with the regular grievance procedure.

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If a grievance reaches the Executive Director level he/she shall also respond to the employee in writing within 15 calendar days of receipt of the grievance.

- 12.55 If the employee is dissatisfied with the disposition of the grievance by the Executive Director he/she may, within 10 calendar days of receipt of the Executive Director's decision, submit a written appeal to the Chairperson of JWB. The written record shall then be submitted to each Board member.
- *12.551 The members of the JWB may, at their discretion, appoint an independent hearing officer to conduct a hearing on the appeal and make non-binding recommendations to the Board; base its decision on the written record or grant the employee a hearing before the Board prior to rendering its decision.
- *12.552 The members of the JWB shall render their decision within 45 calendar days or the next regularly scheduled Board Meeting, whichever is later, if their action is to be based on the record or within 90 calendar days if the action is to be based on a hearing.
- 12.553 The members of the JWB shall render their decision in writing and the employee shall be provided a copy of their decision.
- 12.56 At any point in the grievance procedure the supervisory level at which the grievance is currently lodged may initiate a meeting of the principals to attempt to resolve the grievance.
- 12.57 At any meeting convened to present or seek resolution of the grievance, the employee is entitled to be accompanied by a fellow employee. At a Board hearing, the employee may be represented by legal counsel. Any costs incurred in securing representation are the responsibility of the employee.
- 12.58 If a grievance has reached the Executive Director level, with the concurrence of the employee, the grievance may be submitted to an outside panel for their review and non-binding recommendation.

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13.0 Conflict of Interest and Political Activity

13.1 The allocation and administration of public funds requires the promotion and maintenance of both the substance and appearance of objectivity and integrity. Employment with the JWB obligates the employee to accept certain restrictions on non work involvements and community service which may not be present with other employers.

*13.2 Conflict of Interest

Employees shall disclose to the Executive Director (OHD) all actual or potential employment, board memberships, appointments or activities which may possibly constitute or reasonably be presumed to constitute a conflict of interest, compromise of objectivity or restrict job performance.

13.21 Employees may not serve on the governing board of any agency which is an applicant or recipient of JWB funding.

*13.22 Employees shall promptly terminate or decline any employment, board memberships, appointments or activities deemed by the Executive Director (OHD) to constitute a real or perceived conflict of interest, compromise of objectivity or interference with their ability to perform the duties of their position in a timely and/or efficient fashion.

13.23 If the employee disagrees with the determination of the Executive Director (OHD) he/she may grieve the decision through the normal grievance procedure.

13.24 If at anytime an employee engaged in a previously approved employment, board membership, appointment or activity becomes aware of any change in the circumstances and/or conditions which justified the original approval of the activity or any new condition or circumstance that may constitute or give rise to the perception of conflict of interest or compromise of integrity, the employee shall immediately notify the Executive Director (OHD). The Executive Director (OHD) shall then review the situation to redetermine the appropriateness of the employee's continued involvement.

13.3 Political Activities

Employees of JWB are subject to all Florida statutes applicable to political activity by local government employees.

*Revised 1/9/86

HAVING THE MEANS. . .

**WE
HAVE
THE**

RESPONSIBILITY



**A Statement of
Goals and Operating
Principles
of the
Juvenile Welfare Board**

**JUVENILE WELFARE BOARD
OF
PINELLAS COUNTY**

4140 49th Street North, St. Petersburg, Fl. 33709

Any statement of goals and principles must be tempered by both the realities of organizational and community capabilities and the availability of resources. Likewise goals and principles are neither mutually exclusive nor always free of conflict with one another. The Juvenile Welfare Board has not established goals and principles to simplify its job. To the contrary, the establishment of goals and principles can make the work of JWB even more difficult as the difficulty of choices cannot be masked or the legitimacy of relevant debate minimized.

Not every goal can be achieved; not every principle met. The failure, however, to have these standards for testing efforts and measuring progress would violate the unique public trust enjoyed by the Juvenile Welfare Board and understate its responsibilities to the children and families of Pinellas County.

I

The Juvenile Welfare Board, based on its rich history and the challenge of tomorrow holds the following visions for the future for children and families of Pinellas County:

1. A true system of services for children and families will be established with ready access by all to a full range of services provided on the basis of the needs of children and families rather than institutional convenience. Services will be cooperatively funded and efficiently provided by public, voluntary and private providers. The system will be planned and rational and feature "state of the art" services, evaluation systems, management techniques and accountability measures.
2. The system of services established for children and families will be committed to the prevention of disability and dysfunction. This consideration will pervade the design, organization and delivery of all services and will serve as a national model for community-wide prevention strategies.
3. Within the system of services established for children and families will exist a network of intergenerational programs and activities which makes maximum use of the youth and senior populations in both the receipt and delivery of services. These programs will build upon intergenerational strengths and commonalities rather than conflicts and differences and will serve as a model for such efforts as the nation enters the 21st century.

II

The Juvenile Welfare Board is guided by the following operational values and principles in its research, planning, coordination, training, advocacy and funding policies, decisions and activities:

1. JWB is fully committed to the principles of early intervention and preventive services to children and families.
2. JWB values and encourages creative solutions to human service problems and recognizes risk taking and the testing of unconventional strategies as legitimate functions in the search for new, more effective means of meeting human needs.
3. JWB believes in the provision of quality services to children and families, planned, provided and evaluated by competent, well trained professional staff and committed volunteers. JWB supports this standard even if its maintenance may upon occasion limit the quantity or number of services available.
4. JWB is committed to the rigorous and disciplined measurement of the effectiveness of services to children and families as evidenced in positive outcomes and changes in client behaviors and circumstances.
5. JWB seeks the active participation of citizens, clients and service providers in the planning, organization and delivery of services to children and families.
6. JWB actively pursues the planning, organization and delivery of services to children and families in a rational, proactive fashion which is responsive to Board identified and approved needs and priorities and fosters a systematic network of mutually complementary services.
7. JWB identifies problems and vulnerable target populations and concentrates resources on effective responses designed to meet these special needs.
8. JWB seeks to construct community wide responses to the needs of children and families through collaborative efforts with other public, voluntary and private sector entities.
9. JWB believes that active advocacy efforts must extend to the full scope of problems, policies and practices which affect the well being of children and families.

10. JWB pursues the delivery of services, allocation of resources and advocacy activities in a manner assuring sensitivity to racial and ethnic considerations, needs of minority communities and equal opportunity and access to services and employment.
11. JWB develops programs and services which seek to reduce the negative effects on the healthy development of children of a rapidly growing community and highly mobile population.
12. JWB is committed to the primary consideration of concepts of health and wellness rather than pathology and disease in the conceptualization of policies and programs.
13. JWB recognizes that its unique sanction and resource base provide not only the opportunity to creatively improve the environment for children and families in Pinellas County but provide leadership in the improvement of services to children and families in Florida and other states.
14. JWB designs its programs and allocates its resources in a prudent manner to programs providing or promising effective, efficient service delivery. Delivery and outcome are closely monitored to assure maximum accountability for the local tax dollar.

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