

LEGISLATIVE #

120333B-1

Tuition Reimbursement

120333E-4

Grievances

120333G-4

Duty to Defend and Liability



Tuition Reimbursement Program

It is the policy of the City to offer a tuition reimbursement program within the limits funded by the City Commission. Such a program provides an employee the opportunity for training and development that may prepare him/her for career advancement. This program is to assist employees with tuition costs from recognized and accredited institutions of higher learning by the Department of Education (DOE). An attempt will be made to distribute funds so they are available for each school term.

The use of these funds will be restricted to tuition and will be limited to 100% tuition reimbursement for no more than 18 credit hours (including lab fees) per employee each fiscal year, but not for supplies or other expenses in connection with the course(s) to be taken. Books will be limited to twenty-five dollars (\$25) per class, per employee. The amount of reimbursement will be equal to the actual cost, not to exceed the State of Florida university system credit-hour rate for undergraduate or graduate courses, as applicable, as determined by the Human Resources/Organizational Development Department (HR/OD). This rate will be adjusted and posted annually by HR/OD based on changes to the base state rate as of October 1st each year.

City employees appointed to regular full-time and regular part-time positions who have completed their initial probation period will be eligible to apply for and participate in this program provided they are in a paid status. Regular part-time employees will be eligible for a proportionate share of the tuition reimbursement based on the budgeted and authorized FTEs for their positions in relationship to a 40-hour workweek.

All classes will require the advance approval of the employee's Department Head and must be relevant to the employee's current position or be related to a City job to which the employee can reasonably aspire.

This policy is exclusive of City in-house training classes.

Effective Date: 10/01/66
Date Issued: 10/01/66
Date Revised: 06/07/76
Date Revised: 01/05/87
Date Revised: 07/28/97
Date Revised: 10/04/12



Tuition Reimbursement Program

~~I.~~ Introduction:

It is the policy of the City to offer a tuition reimbursement program within the limits funded by the City Commission. Such a program provides an employee the opportunity for training and development that may prepare ~~them~~ him/her for career advancement.

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~~II.~~ Tuition Reimbursement Policy:

This program is to assist employees with tuition costs from recognized and accredited institutions of higher learning by the Department of Education (DOE). An attempt will be made to distribute funds so they are available for each school term.

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City employees appointed to regular full-time and regular part-time positions who have completed their initial probation period will be eligible to apply for and participate in this program provided they are in a paid status. Regular part-time employees will be eligible for a proportionate share of the tuition reimbursement based on the budgeted and authorized FTE hours for their positions in relationship to a 40-hour workweek.

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All classes will require the advance approval of the employee's Department Head and must be relevant to the employee's current position or be a ~~prerequisite~~ related to a City job to which the employee can reasonably aspire.

This policy is exclusive of City in-house training classes.

~~The City Manager and General Manager for Utilities are jointly responsible for promulgating the procedures for administration of this program. The procedure is maintained in the Human Resources Department.~~

Effective Date: 10/01/66

Date Issued: 10/01/66

Date Revised: 06/07/76

Date Revised: 01/05/87

Date Revised: 07/28/97

Date Revised: 10/04/12



Grievances

I. **Policy:**

The City will maintain a grievance procedure to provide full opportunity to employees, not designated as Directors of Departments (Article III of the City Charter) and not covered by a collective bargaining agreement, to bring to the attention of management grievances to restore alleged loss of rights as a result of a violation of the Human Resources Policies or written Departmental Rules and Regulations. The City's grievance procedure is not established to duplicate, replace, or provide an alternative to the handling of charges of discrimination or harassment covered by City Equal Opportunity Policy EO-4.

It is the intent and desire of the City to resolve grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized there will be grievances that will be resolved only after a complete review. Good faith submission of a grievance by an employee shall in no way adversely affect the employee.

II. **Causes of Grievances:**

An employee may file a grievance to modify or void any disciplinary measures taken against him/her, such as a Written Instruction and Cautioning, or a Suspension from work, but not a Written Warning. Grievances may also be filed to restore alleged loss of rights due to the application or interpretation of specific Human Resources Policies or written Departmental Rules and Regulations.

III. **Unacceptable Grievances:**

The City grievance procedure is to be used only by an individual employee to solve his/her personal problems concerning a violation of the Human Resources Policies or written Departmental Rules and Regulations described above, except as provided for under City Equal Opportunity Policy EO-4.

Grievances are unacceptable if filed by one employee for another or for groups of employees. In addition, employees may not submit grievances which include any of the City's Administrative Procedures, pay plans, performance management systems (including Performance Evaluations), ordinances or resolutions and Compensation Policies C-1 through C-6. Further, grievances are unacceptable when they are based on the result of implementation of new Human Resources

Policies, pay plans, performance management systems (including Performance Evaluations) or changes to current Human Resources Policies, pay plans, or performance management systems (including Performance Evaluations).

IV. Processing:

Grievances shall be processed in accordance with Administrative Procedure E-4, Grievances.

Effective Date: 09/29/67
Date Issued: 10/01/67
Date Revised: 05/14/79
Date Revised: 12/08/03
Date Revised: 12/12/05
Date Revised: 11/24/09
Date Revised: 10/04/12



Grievances

I. Policy:

The City will maintain a grievance procedure to provide full opportunity to employees, not designated as Directors of Departments (Article III of the City Charter) and not covered by a collective bargaining agreement, to bring to the attention of management grievances to restore alleged loss of rights as a result of a violation of the ~~Personnel~~Human Resources Policies ~~and Procedures~~ or written Departmental Rules and Regulations. The City's grievance procedure is not established to duplicate, replace, or provide an alternative to the handling of charges of discrimination or harassment covered by City Equal Opportunity Policy EO-4.

It is the intent and desire of the City to resolve grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized there will be grievances that will be resolved only after a complete review. Good faith submission of a grievance by an employee shall in no way adversely affect the employee.

~~A grievance must be brought forward to the informal step within ten (10) workdays after the occurrence of the event giving rise to the grievance or within ten (10) workdays after the employee, through use of reasonable diligence, should have obtained knowledge of the occurrence of the event giving rise to the grievance.~~

II. Causes of Grievances:

An employee may file a grievance to modify or void any disciplinary measures taken against him/her, such as a Written Instruction and Cautioning, or a Suspension from work; ~~but~~ not a Written Warning. Grievances may also be filed to restore alleged loss of rights due to the application or interpretation of specific ~~Personnel~~Human Resources Policies ~~and Procedures~~ or written Departmental Rules and Regulations.

III. Unacceptable Grievances:

The City grievance procedure is to be used only by an individual employee to solve his/her personal problems concerning a violation of the ~~Personnel~~Human

~~Resources~~ Policies ~~and Procedures~~ or written Departmental Rules and Regulations described above, except as provided for under City Equal Opportunity Policy EO-4.

Grievances are unacceptable if filed by one employee for another or for groups of employees. In addition, employees may not submit grievances which include any of the City's ~~administrative~~ Administrative policies ~~Procedures~~, pay plans, performance management systems (including Performance Evaluations), ordinances or resolutions and Compensation Policies C-1 through C-6. Further, grievances are unacceptable when they are based on the result of implementation of new ~~Personnel~~ Human Resources ~~Policies and Procedures~~, pay plans, performance management systems (including Performance Evaluations) or changes to current ~~Personnel~~ Human Resources ~~Policies and Procedures~~, pay plans, or performance management systems (including Performance Evaluations); ~~that have been approved by the City Commission.~~

IV. **Processing:**

Grievances shall be processed in accordance with ~~applicable a~~ Administrative p ~~Procedures~~ E-4, Grievances.

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V. **Authority:**

~~The appropriate Charter Officer has the authority to create and maintain an administrative procedure that outlines the applicable grievance process.~~

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Effective Date: 09/29/67
Date Issued: 10/01/67
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Date Revised: 12/08/03
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Human Resources Policies

Number G-4

Duty to Defend and Liability

The City will defend and provide legal counsel supplied by the City or its insurance carrier(s) to any City employee in defense of any civil action for damages or injury suffered that arises out of and in the scope of his or her employment with the City as required by law, and as otherwise deemed appropriate to be in the best interest of the City in the sole discretion of the City.

Effective Date: 11/08/76

Date Issued: 11/09/76

Date Revised: 04/03/12

Date Revised: 10/04/12



Duty to Defend and Liability

The City will defend and provide legal counsel supplied by the City or its insurance carrier(s) to any City employee in defense of any civil action for damages or injury suffered that arises out of and in the scope of his or her employment with the City as required by law, and as otherwise deemed appropriate to be in the best interest of the City in the sole discretion of the City. s in tort brought against any employee(s) as a result of any alleged negligence of said employee(s) arising out of and in the scope of the City employee's their employment with the City, unless such City employee(s) acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

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I. ~~Any attorney's fees and litigation expenses paid from City funds or by the City's insurance carrier(s) for any City employee who is found to be personally liable by virtue of acting in bad faith, with malicious purpose, or in a manner exhibiting wanton or willful disregard of human rights, safety, or property, may be recovered by the City in a civil action against such City employee.~~

I. ~~Whenever a City employee is sued for actions arising out of and in the scope of his or her employment with the City taken in the course of duty, the City will provide legal defense through the lawyer supplied by the City or its insurance carrier. In exceptional cases when a claim for punitive damages has been made, the City will pay reasonable fees for additional counsel selected by the employee and the City when the City Commission has approved the hiring of additional counsel before the contract of hire is made. In no case will the cost of additional legal counsel be paid by the City unless prior approval is given as stated above, and in no case will the City pay punitive damages, if levied.~~

Effective Date: 11/08/76

Date Issued: 11/09/76

Date Revised: 04/03/12

Date Revised: 10/804/12