CHAPTER I

GENERAL PROVISIONS

Rule 1.1 GENERAL POLICY

a. It is the policy of the Village of Pinecrest to promote, support, implement, and maintain a Village-wide program for coordinated development of municipal services and facilities. High quality services are mandatory for the health, safety and welfare of the citizens of Pinecrest.

b. The ability of the Village to provide high quality services to its citizens is dependent upon the employees of the Village performing at a consistently high professional level. Therefore, employees of the Village are expected to do their best in their work assignments, to be regular in their attendance on the job, and to respect the rules, regulations and policies of the Village.

c. Clarification and interpretation of this manual shall be made by the Village Manager or his/her designee.

Rule 1.2 PURPOSE OF MANUAL

a. The primary purpose of this Employee Policies and Procedures Manual is to establish policies, which will serve as guidelines to administrative action concerning the various personnel activities, benefits and services available to Village employees. The personnel policies included in this manual are designed to be equitable to all employees. It is expected that a systematic application of these policies will result in employee awareness.

b. It is the responsibility of management to inform employees of their responsibilities and duties in matters of personnel and operational policies. This information is a necessary pre-requisite of a well-informed employee. This manual, therefore, serving as an informational and educational guide, should contribute toward making employees better informed and their experience with the Village of Pinecrest a rewarding one.

c. The Village of Pinecrest takes pride in the spirit of professionalism, warmth and hospitality of its employees and makes every effort to support this feeling. To this extent, all employees are expected to read this manual and become familiar with its contents.

d. Where any portion of the Village code, law or labor contract provision conflicts with the provisions of this manual, the former shall apply.

e. Each rule of the Employee Policies and Procedures Manual and each section thereof is an independent rule. The holding of any rule or section to be void, invalid, or ineffective, for any reason, does not affect the validity of any other rule or section.

f. Where the male or female pronoun is used, it applies to both sexes.

Rule 1.3 DISCLAIMER

a. This manual summarizes the various policies and benefits currently provided by the Village of Pinecrest. In the event of a conflict between Village policies and applicable laws, employees shall be afforded all rights under the law. Nothing contained in this manual or in any other Village document and nothing said or done by a Village employee is intended as an employment contract between the Village and any employee or a guarantee of continued employment. The Village and the employee both have the right to terminate the employment relationship at-will, without cause and without notice.

b. No one has the authority to make any verbal statements of any kind, at any time, which are legally binding on the Village.
c. The Village reserves the right to modify, revoke, suspend, terminate or change the language in this manual, in whole or in part, at any time, with or without notice. If, from time to time, changes are necessary or revisions are made, employees shall be given revised copies for inclusion in their manual.

Rule 1.4 APPLICABILITY OF MANUAL

a. The Employee Policies and Procedures Manual shall apply to all employees of the Village except those exempt in accordance with Rule 3.2 of this manual.

b. The Village Manager is charged with the overall responsibility for the administration of the Employee Policies and Procedures Manual. The Village Manager may, at any time, develop and make known procedural rules, interpretations and other personnel policies and may, in certain instances, grant waivers to them.

c. The Employee Policies and Procedures Manual shall not be construed as limiting the power and authority of any Department Head to make departmental rules and regulations governing the conduct and performance of employees. Departmental rules and regulations shall not conflict with the provisions of this manual. Departmental rules shall be subject to the approval of the Village Manager.

Rule 1.5 VILLAGE CHARTER

The Village Charter has established the authority for the preparation and administration of this Employee Policies and Procedures Manual in Section 7.3. The Village Manager has the authority to amend the manual from time to time.

Rule 1.6 OFFICE OF THE HUMAN RESOURCES DIRECTOR

The Human Resources Director shall be the Village Manager or his/her designee. It shall be the responsibility of the Human Resources Director to administer the provisions of the Employee Policies and Procedures Manual.

Rule 1.7 DEFINITIONS

a. Administrative Leave: The temporary separation with pay of an employee from employment with the Village.

b. Anniversary Date: The date for determining when an employee is due for a performance evaluation and/or is eligible for a merit pay increase.

c. Appointing Authority: This term means the Village Manager.

d. Class: This is a group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of training, experience or skill, and such other characteristics that the same title, the same tests of fitness and the same schedule of compensation may be equitably applied to each position in the group.

e. Classification Title: The title chosen from the classification plan which most closely describes the nature of work performed by an employee.
f. **Class Specification:** This is the written description of the essential functions and characteristics of the class and the factors and conditions that separate it from other classes. The descriptions are written in terms of duties, responsibilities, illustrative examples of work, and the qualifications needed to perform the work.

g. **Compensatory Time:** Paid time off earned and accrued at one and one-half the employee’s straight time rate of pay.

h. **Demotion:** That action either voluntary or involuntary which changes the employee’s classification title with the result that the employee is placed in a classification, which has a lower pay range.

i. **Domestic Partner:** Domestic partners defined as two adults, of the same or opposite sex, engaged in a committed relationship characterized by mutual caring and dependency, and sharing a home or living arrangements. Employees must have completed a Declaration of Domestic Partnership prior to receiving any benefits outlined in this manual as a result of a domestic partnership.

j. **Employee Dispute Procedure:** A mechanism intended to assure that employee questions, problems and concerns arising from those misunderstandings that develop in the day-to-day activities are promptly heard, answered and appropriate action taken to correct a particular situation.

k. **Employment-at-Will:** The practice whereby employees are hired for an indefinite period of time and the employment relationship may be terminated at-will by either party at any time. Unless otherwise indicated, all employees of the Village shall be considered at-will employees.

l. **Exempt Position:** Depending on the context, this term can mean either: All employment, offices and positions designated herein as being exempt from the application of the personnel rules (ref. Rule 3.2) or those positions indicated as exempt from overtime provisions under the Fair Labor Standards Act.

m. **Full-time:** Any position that is scheduled to work thirty-seven and one-half (37.5) or more hours per work period. For benefits eligibility, thirty (30) hours or more shall be considered full-time.

n. **Human Resources Director:** This shall mean the Village Manager, or his/her designee.

o. **Human Resources Manager:** This shall mean the person designated by the Village Manager to supervise the application of the policies contained in this manual.

p. **Layoff:** A reduction of the number of employees due to the lack of work, funds, or other causes not pertaining to employee performance.

q. **Layoff List:** Names of employees laid off for reasons given in “Layoff” held for a period of one year.

r. **Merit Increase:** An increase in pay within a pay range, based on an employee’s job performance and the results of an employee’s evaluation.

s. **Municipal Service:** This means all persons, officers, and positions in the employ of the Village, except those designated as exempt in Rule 3.2 of this manual.
t. **Non-Exempt Position**: Positions indicated as not exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt positions shall be eligible for overtime for all hours worked over forty (40) hours per workweek at a rate of time and one-half the regular rate of pay. Non-exempt positions are compensated on an hourly rate basis.

u. **Overtime**: Hours worked in excess of the normal work period, and in accordance with the provisions of the Fair Labor Standards Act.

v. **Part-time**: Any position that is normally scheduled twenty-nine (29) or fewer hours in a work period.

w. **Pay Rate**: A rate of pay within a Pay Range in the Village’s Position Classification and Compensation Plan.

x. **Pay Range**: The salary range, which is assigned to a particular classification title, sometimes expressed as a pay range number. Normal pay ranges show the minimum and maximum rates through which an employee can progress with length of service and a good work record.

y. **Performance Evaluation**: A report relative to the conduct and capacity of an employee in the municipal service.

z. **Position**: This means an employment, office or position in the Municipal Service composed of specific duties.

aa. **Position Classification Plan**: This means the systematic arrangement of individual duties and positions into appropriated classes of work to provide a comprehensive, definite and descriptive specification of the several types of work in the Municipal Service.

bb. **Prior Service Credit**: The sum of all prior full months of completed service prior to terminating employment with the Village.

c. **Promotion**: A change in classification to another one with a higher maximum pay range.

dd. **Reclassification**: That action which results from a noticeable change in the work assignments of a position. In this type of action, the classification title of the position is changed and the pay range of such new title is then used.

e. **Resignation**: Act of voluntarily withdrawing from Village employment.

ff. **Status Change**: That action which results in a change from part-time to full-time or full-time to part-time. A status change may also result in the event of a promotion, demotion, or transfer.

gg. **Suspension**: The temporary separation from duty without pay for disciplinary purposes.

hh. **Temporary Employee**: An employee appointed for a special project or other work of a temporary or transitory nature not to exceed a period of six (6) months.

ii. **Temporary Transfer**: Being continuously assigned on a temporary basis to another classification (higher, lower, or the same salary range) for more than ten (10) consecutive, regularly scheduled workdays.

jj. **Transfer**: A transfer is a change in position to one that is in the same salary range.
kk. **Work Period:** The normal work period shall be defined and applied as follows:

- **Full-time Employees:** 37.5 or 40 hours in a seven (7) day period
- **Part-time Employees:** 29 or fewer hours in a seven (7) day period

ll. **Workweek:** Commences at 12:01 a.m. on Friday to midnight on Thursday.

**Rule 1.8 COLLECTIVE BARGAINING AGREEMENTS**

The Employee Policies and Procedures Manual shall apply to all employees covered by a collective bargaining agreement. Where the provisions of these rules conflict with those of the collective bargaining agreement, the latter shall prevail.